

DRAFT **October 2000**
BRACKNELL FOREST VOLUNTARY SECTOR FORUM CONSTITUTION

A. PURPOSES

1. To promote good communication and partnership working amongst voluntary and community groups within the Bracknell Forest borough.
2. To promote dialogue and good relationships between Bracknell's voluntary sector and its public bodies and to encourage effective consultation.
3. To ensure that voluntary sector interests and opinions are heard, by developing mechanisms to enable the voluntary sector to be both reactive and proactive with regard to policy changes, media interest and so on.

B. MEMBERSHIP

1. Membership is open to all voluntary organisations whose activities cover the Bracknell Forest borough and its environs. A voluntary organisation is one that is independent of any branch of government, in the control of volunteers and run on a not for profit basis.
2. Bracknell Voluntary Sector Forum shall ultimately keep a register of its members.
3. Any member attending a Forum meeting who has a statutory as well as a voluntary responsibility, must declare so.

C. MEETINGS AND EVENTS

1. A full Forum meeting shall be held at least 3 times a year. Other events and meetings may be organised from time to time.
2. Any person who is connected to a voluntary organisation as a trustee, paid worker or volunteer may attend a forum meeting or event.
3. Other interested parties, e.g. representatives of statutory agencies, may only attend meetings with the prior agreement of the majority of the Forum.
4. The Forum may set up special groups to undertake particular pieces of work. Any current groups will report back to each full Forum meeting.

D. OFFICERS AND ADMIN GROUP

1. At one meeting in each calendar year the Forum will elect a Chair, Vice-Chair and Secretary. These elections should not be held more frequently than every 12 months or less frequently than every 20 months. The Chairman and Vice-Chairman will stand down after two years, with the option to be re-elected for up to a further two years.
2. Other officers may be appointed as necessary.
3. The Forum Admin Group will carry out the day to day management and administration of the forum.

E. THE FORUM ADMIN GROUP

1. The Forum Admin Group will comprise the Forum officers plus any other Forum members willing to participate in the Admin Group meetings.
2. The Forum Admin Group will meet at least 3 times a year between full Forum meetings to plan and organise Forum events and meetings.
3. The Forum Admin Group will report back to each full Forum meeting, making recommendations for approval as necessary.

F. DECISION-MAKING AND MANAGEMENT

1. Any decisions will generally be taken by consensus. Where a vote is desirable or necessary it will be taken on the basis of one vote for each organisation attending and determined by a simple majority. Participant organisations are responsible for determining who votes on their behalf.
2. The full Forum will be considered quorate when at least 12 organisations are present and voting.

G. FINANCE

If it is necessary to raise funds a Treasurer should be elected from within Forum members and money will be held in a Bank Account with three signatories. All cheques drawn on the account should be signed by two of the three signatories.

H. EQUAL OPPORTUNITIES

The Forum will endeavour to ensure that its membership reflects the range of voluntary organisations in the Borough and will particularly endeavour to ensure that its in contact with smaller organisations and those representing disadvantaged groups.

The Forum opposes any form of discrimination based on race, background, religious belief, gender, disability or sexuality.

I. WINDING UP

This Constitution was adopted at a meeting of the Bracknell Voluntary Sector Forum held on 9 March 1999.

In the event of the Forum ceasing to operate, any outstanding sum remaining after the discharge of debt is to be paid to Bracknell Council for Voluntary Service to carry on the basic aims of the Forum.