

## **South Shropshire Inter Faith Forum – Constitution**

Presented to the first Annual General Meeting of the Forum, October 7<sup>th</sup> 2008 at Craven Arms, and adopted unanimously

### **1. Name**

The name of the organisation is *South Shropshire Inter Faith Forum* (known as the Forum)

### **2. Aim**

The objects of the Forum are:

- to provide opportunity for people of all faiths to meet and gain knowledge, and respect for each other
- to provide resources and inspiration for South Shropshire communities
- to explore and promote new initiatives in interfaith work in South Shropshire
- to maintain links with the Inter Faith Network for the UK (registered charity 1068934) and the West Midlands Inter Faith Forum

### **3. Administration**

The objects of the Forum shall be furthered and its assets administered by members of the Executive Committee.

The Executive Committee shall be accountable to the Forum, and shall be responsible for ensuring that all activities are in accordance with the aims as set out above.

### **4. The Executive Committee**

The Executive Committee shall consist of

- (a) No more than 12 persons
- (b) Chairperson  
Vice-Chairperson  
Treasurer  
Secretary  
Publicity Facilitator  
4 other members

The Chairperson shall serve for two years, and as far as possible the post shall rotate around the membership faiths and denominations. The office of chairperson cannot be held by any particular faith group for more than one term until all other participating faith communities have either held office or declined to do so. Other officers may be re-elected to a maximum of four years. Other members are elected annually, and may be re-elected.

(c) Up to three members may be co-opted by the Executive and may stand for election at the following AGM

**Meetings of the Executive:** The Executive committee shall meet at least three times a year and will keep minutes of its proceedings. Minutes of the Executive

Committee shall be available to all Forum members unless deemed confidential. The Committee may form small working groups, drawn from the Forum membership, to carry out designated functions. All acts and proceedings of any subgroup shall be fully and promptly reported to the Executive committee.

## **5. Membership of the Forum**

Membership is open to:

- (a) Any individual interested in furthering the work of the Forum and willing to subscribe to the aims of the Forum and on payment of the Annual Individual Subscription set out by the AGM.
- (b) Any faith association or group interested in furthering the work of the Forum and willing to subscribe to the aims of the Forum, and on payment of an Annual Group Subscription as may be set by the AGM.

Each paid up member (individual or group) shall have one vote at the AGM. Subscriptions for the following year fall due at the end of the AGM.

A membership may be terminated for good reason by a decision of 75% of the Executive Committee. This power would not be used without an opportunity for a hearing to which an individual may bring a friend/supporter.

## **6. Non-elected Honorary Officers**

At an AGM, the Forum may appoint a President or Champion to further the interests of the Forum.

## **7. The AGM**

The Annual General Meeting shall be held usually in March, though not separated by more than 18 months from the previous AGM.

The Secretary shall give at least 21 days notice of the meeting to the members. Notice of motions proposed and seconded by members should be received by the Secretary two weeks before the meeting. The same deadline applies to the nominations for the five officers in the years in which elections are held. If no nominations are received for an office this may be done at the AGM.

The Chairperson will report on the year ending and the situation of the Forum generally.

The Treasurer will prepare an annual statement of accounts which will be presented at the meeting, and propose to the Forum the Executive's recommendation for changes in the subscription levels. This statement will be subject to scrutiny by an appropriate independent person appointed at the AGM. The Secretary will also present a report incorporating information on publicity and communication links with other Inter Faith bodies.

Elections of officers shall take place.

A Quorum is one-third of those eligible to vote. No binding decisions can be made if the meeting is not quorate.

**8. Monies**

All the funds of the Forum from members' subscriptions and other sources shall be paid into a bank account operated by the Executive Committee through the Treasurer. Two signatures are necessary to authorise transactions. The funds shall be used only to further the objects of the Forum. If the Forum should cease to exist funds will be dispersed through the Inter Faith Network for the UK (registered charity 1068934).

**9. Special General Meeting**

At the decision of the Chairperson, Vice-Chairperson and Secretary together, a Special General Meeting may be called. A minimum of two weeks notice shall be given.

**10. Amendments to the Constitution**

The Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at the AGM.