

# Limehouse Community Forum

## Constitution

### 1. Name & Coverage

The name of the Association shall be the "Limehouse Community Forum" (described below as the Association or LCF).

- "Limehouse":** means the area inclusive of Butcher Row and the DLR line to the west; Commercial Road to the north; West India Dock Road and West Ferry Road leading to and following the line of the Limehouse Link Tunnel middle entrance to the east; and the River Thames to the south. Plus such additional area(s) as may be agreed by the members of the Association from time to time,
- "Constitution":** means the rules of the Association as set out herein and as amended from time to time in accordance with paragraph 10 below.
- "Neighbourlet":** means:
- (a) any site represented by a residents' association or such other cluster of residential properties in Limehouse, including such groups of flats, houses or estates as members agree from time to time shall be treated as a Neighbourlet for this purpose; and
  - (b) any business, institution or other body or organisation, (whether commercial, religious, charitable or otherwise) in Limehouse as members agree from time to time shall be treated as a Neighbourlet or part thereof for this purpose.
- "Representative Member":** means the person from time to time nominated by a Neighbourlet to act, attend LCF meetings and represent its views on matters relating to Limehouse. Representative Members are voting members and additionally are able to vote on matters of principle to the LCF as deemed as such by the Chair or as otherwise stated in the constitution.
- "Private Member":** means any individual person as members agree from time to time living or working in Limehouse. Private Members are voting members but are not able to vote on matters of principle to the LCF as deemed as such by the Chair or as otherwise stated in the constitution.
- "Associate Member":** means any person or group who has expressed an interest in the activities of the Association and the Association agrees, however informally to liaise, communicate or involve this person or group in the business of the Association. Associate Members are not voting members.

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### 2. Objectives

The objectives of the Association are (inter alia):

- (a) To further the interests of its members and those of Limehouse as a whole, and to use all reasonable and necessary actions to achieve this purpose;
- (b) To endeavour to maintain and improve Limehouse as a place in which to live, work or visit and to enjoy.
- (b) To hold regular meetings for members of the Association at which matters of interest to members and to Limehouse shall be discussed.

### 3. Constitution

- 3.1 The Association is an unincorporated association.
- 3.2 All Representative, Private and Associate Members shall be bound by the Constitution.
- 3.3 For all LCF meetings every Neighbourlet shall be entitled to nominate a Representative Member to express the views of the Neighbourlet and to vote on general LCF matters and on matters of principle to the LCF. A Representative Member shall be entitled to nominate a replacement to act on their behalf and to cast a vote should they be unable to attend a meeting.
- 3.4 Subject to the paragraph above, Neighbourlets can choose their own method for deciding who to nominate on their behalf. If person ceases to be a Representative Member for any reason at any time, their Neighbourlet can nominate a replacement.
- 3.5 If a new Neighbourlet is proposed, with the approval of the Representative Members, an invitation to apply to join the Association may be extended. In considering such an invitation Representative Members shall bear in mind that an objective of the Association is to further the interests of its members and those of Limehouse as a whole.

### 4 Officers

- 4.1 The Association shall have the following Officers, such positions being at all times held by Representative Members:

Chair  
Vice-Chair  
Treasurer  
Secretary.

- 4.2 The position of Chair shall be decided by the Representative Members annually, and shall be decided at the Annual General Meeting, allowing for circumstances outlined in Section 4.4, with the new Chair assuming office at the first meeting after the Annual General Meeting.

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- 4.3 The position of Vice-Chair shall be by nomination of the Chair and agreed by the Representative Members.
- 4.4 A Representative Member may decline to assume the position of Chair or Vice-Chair on behalf of their Neighbourlet and, in the absence of the appointment of a replacement an Emergency General Meeting shall be convened to decide the position of Chair for the duration of the term.
- 4.5 Appointment to the positions of Treasurer and Secretary shall be agreed by a simple majority vote of Representative Members at a meeting held following the appointment of the Chair.
- 4.6 Officers shall normally hold their positions for up to twelve months unless they resign, are removed or are replaced by their Neighbourlet during such period. No person may hold more than one LCF office at any time, without the expressed permission of the Chair and the consent of the majority of the Representative Members.
- 4.7 Unless otherwise agreed, any officer must have been a Representative Member for at least six months before they can be appointed to any LCF office.
- 4.8 A Representative Member appointed as Chair or Vice-Chair may step down from such position at any time upon notice to LCF members. They shall also cease to hold such position if they cease to be an LCF member for any reason and a replacement Chair shall be appointed in accordance with paragraph 4.4 above.
- 4.9 The arrangements in paragraphs 4.2 to 4.8 (inclusive) shall be modified as deemed necessary in practice and as agreed from time to time by the Representative Members.
- 4.10 The role of the Chair will be to call and set the agenda for meetings, in consultation with members generally; to help facilitate discussion amongst the group and where possible reach decisions by consensus, or otherwise requesting a show of hands or written vote; where appropriate and agreed, to represent the views of members publicly in the press and with the public or other bodies etc; to act in the best interests of the LCF, its members and Limehouse as a whole. The role of Vice-Chair shall be to support the Chair in the performance of the above and to act as Chair in the absence of the official incumbent.
- 4.11 Except as indicated above, the membership shall be entitled to appoint subcommittees and officers etc and to regulate its own proceedings as it thinks appropriate. The members shall be entitled to set up subcommittees to progress matters between bi-monthly meetings or as appropriate and to make recommendations to the members.
- 4.12 The address for the Association shall be the address of the Secretary from time to time, or as so decided by the majority of the Representative Members.

## 5. Subscriptions

The Association shall consider at the AGM whether or not to charge a membership subscription to Neighbourlets, Representative Members, Private Members or Associate Members, to cover the costs of running the Association and provide funding for local initiatives, and if so the amount of such subscription. The Chair may wave any individual subscription if circumstances dictate.

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### 6. Annual General Meeting

An Annual General Meeting, normally to be held in October, shall be held at least once every year or as directed by the Officers, on such a day as the Officers may appoint. The business to be conducted at the Annual General Meeting shall be as may be directed by the Officers, together with any resolution of which notice in writing to the Secretary has been given not less seven days before the meeting. Any other matters may, at the discretion of the Chair, be raised without notice, for the purposes of discussion only.

The Secretary shall give not less than 7 days written notice, where possible, of the date, time and place of the Annual General Meeting.

### 7. Meetings

7.1 LCF meetings will be held at such regular intervals as the members decide and at such locations and times as the members decide. At least a week's prior notice of a meeting will normally be given to members by email, unless pressing circumstances require a shorter period of notice.

7.2 Where possible members will aim to take decisions on matters relating to the Association by consensus but where this is not possible, (subject to paragraph 7.3 below) decisions will be passed by a simple majority on a show of hands of members who are entitled and authorised to vote in accordance with the constitution as their member status allows and who are present at the relevant meeting. Each such authorised member will have one vote each. The Chair (or in his absence, the Vice-Chair or otherwise acting Chair as agreed by the Chair) shall have a casting vote in the event of a deadlock. Decisions may, at the discretion of the Chair and in accordance with his directions, alternatively be taken by email or post by a simple majority of members.

7.3 Where a decision has been passed under paragraph 7.2 but a dissenting Neighbourlet subsequently within no more than one week provides evidence that a substantial number of that Neighbourlet's residents shall be adversely affected by that decision, consideration shall be given by the Association to such evidence and as to whether it is still appropriate to implement such decision; if the Association decides still to proceed to implementation thereafter it shall be free to do so.

7.4 If a Representative Member cannot attend a meeting at which a resolution is to be considered, the Neighbourlet may authorise a replacement to attend and vote on their behalf.

7.5 An extraordinary General Meeting shall be held if convened by the Association, or if requisitioned by 10 voting members of the Association.

7.5 The Secretary shall give to each member not less than 7 days written notice, where possible, of any general meeting, specifying the date, time and place of the meeting, and the business to be transacted.

7.6 The business to be conducted at any general meeting, (other than at an Annual General Meeting, or a special election meeting), shall be such as shall be directed by the Chair. Additional items may be added to the agenda upon request by any member by prior notice in writing to the Secretary not less than seven days before the meeting, unless otherwise agreed by the Chair.

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- 7.7 Minutes shall be kept by the Secretary or acting Secretary of the proceedings of all meetings.

### **8. Responsibility**

Members of the Association shall not have any claim whatsoever against the Association or the Officers in respect of any loss or damage, which shall be deemed to include all consequential damage or loss to the person, howsoever caused, (including, but without limiting the foregoing), whether by negligence or not on the part of the Association members.

### **9. Finance**

- 9.1 The Association shall have the power to raise money for the purposes of the Association. The Association shall maintain an account at a bank and/or a building society to be selected from time to time by the Association, into which all receipts of the Association shall be paid with a mandate for withdrawal, including not less than 2 signatories. Money for the time being not required for the purposes of the Association, may be placed on deposit account, or invested in any other manner approved by the Association. The Treasurer shall be responsible (under the supervision of the Association) for the management of the finances of the Association, although other officers may also be signatories of such bank accounts as agreed by the Representative Members from time to time. The Treasurer shall cause accounts to be prepared in respect of each year, and laid before the Annual General Meeting in the following year.

- 9.2 The Association shall have the sole management of its incomes, funds and property. It shall be entitled to apply for such funding and receive donations and sponsorship of any nature from third parties as it considers appropriate. It will be entitled to provide such funding to initiatives benefiting all or some of the Limehouse residents as the members by simple majority consider appropriate in their discretion.

- 9.3 The financial year for the Association shall be 1<sup>st</sup> January to 31<sup>st</sup> December.

### **10. Amendments**

This Constitution may be altered by a resolution passed at a General Meeting supported on a show of hands by at least two-thirds of Representative Members who are entitled and authorised to vote on behalf of their Neighbourlet in accordance the constitution as their member status allows and who are present at the relevant meeting. Notice of such a resolution shall be given to the Secretary not less than 14 days before the Meeting, and the Secretary shall give to each member of the Association, not less than 7 days written notice of such a resolution.

### **11. Media Relations**

No member shall make any statement on behalf of the LCF and its members, whether publicly or privately, without prior agreement of the Chair or Representative Members as appropriate.

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### 12. Sub Committees

12.1.1 Members may from time to time establish and form Standing Sub Committees or Temporary Sub Committees to investigate and/or rule on matters of interest to the Association. These committees may vary in size and make-up as needs and resources dictate.

12.1.2 Chairmanship of all sub committees will be by agreement and consent from the Chair. Sub Committees should normally meet outside of the General Meetings in a less formal setting to conduct business.

12.1.3 Standing Sub Committees will be required to report at all General Meetings. The Chair in consultation with the Sub Committee will expand or reduce the mandate of the Sub Committee as needs and issues arise.

12.1.4 All members will be required to express an interest in the business of at least one Standing Sub Committee, and stand ready to accept appointment to that Sub Committee or a related Temporary Sub Committee as needs dictate and at the direction of the Chair in consultation with the Association membership.

12.2 The Standing Sub Committees are:

- a. **Lighting & Street Safety** – Formed to monitor and insure that all signage and illumination within the Association is to the benefit of the Membership. To liaise with the Local Authority, private owners and public partners on such matters and
- b. **Anti Social Behaviour and Crime Monitoring** – Formed to monitor and engage with the Local Authority and the Police to insure that areas of concern and issues are dealt with in an appropriate manner. A member of this Committee should be a member of the Police Ward Panel.
- c. **Parks, Basin and Open Spaces** – Formed to insure that the public areas within the Association are maintained, used, and advanced in accordance with the wishes of the Association.
- d. **Planning and Partnership** – Formed to liaise with the Planning Department of the Local Authority, as well as property development organisations, Core Strategy groups and Local Area Partnerships to insure that any changes or developments are in keeping with the wishes of the Association.
- e. **Public Relations and Finance** – Formed to insure that the message of the Association is broadcast in a positive and effective manner; to both the wider public and the residents of Limehouse; to grow both the Membership and Associated Membership of the Association and to monitor, apply and oversee the finances of the Association. The Treasure of the Association should be a member.

DATED this 26<sup>th</sup> day of March 2015.