



## HISTORIC TOWNS FORUM CONSTITUTION

1. The name of the body shall be the **Historic Towns Forum**.  
(For the purposes of this document the Historic Towns Forum is called “the Forum”.)

2. **Objectives**

The primary objective of the Forum is to promote and reconcile prosperity and conservation in historic towns in England, Scotland, Wales, Northern Ireland and the Republic of Ireland.

To achieve this objective, the Forum sets out to:

- ◆ Establish and encourage contact between local authorities having responsibility for the management of historic towns and cities and between these authorities and other public, private and voluntary agencies.
- ◆ Organise seminars, workshops and conferences to discuss issues of common concern.
- ◆ Encourage a corporate, inter-disciplinary, multi-agency and enabling approach to the management of historic towns.
- ◆ Compile and circulate information describing the approach of different authorities to critical management issues for historic towns.
- ◆ Express and advocate a collective view on issues or proposals which are likely to affect the interests of historic towns.
- ◆ Establish links with the EU and European historic towns and cities.

3. **Membership**

The Forum welcomes all stakeholders and practitioners who support the organisation’s aims and objectives.

There are eight categories of Membership:

- I. Local Authority Membership
- II. Corporate Membership
- III. Associate Membership
- IV. Civic & Amenity Society Membership
- V. Individual Membership
- VI. Town & Parish (or equivalent) Council Membership
- VII. Honorary Personal Membership (no fee)
- VIII. Reciprocal Membership (no fee)

- I. **Local Authority Membership**

Local Authority membership includes county, borough, district, unitary and city councils in England, Scotland, Wales, Northern Ireland and the Republic of Ireland.

- II. **Corporate Membership**

Corporate Membership is open to commercial or professional organisations which support the Forum’s objectives.

- III. **Associate Membership**

Associate membership includes:

Regional Development Agencies  
URCs  
Governmental and non-governmental organisations  
Educational institutions  
Professional institutes  
National and regional civic and amenity groups, charities and campaigning organisations

IV. **Civic & Amenity Society Membership**

This category is open to formally constituted societies.

V. **Individual Membership**

Individual Membership is open to individuals with an interest in historic towns and cities; eg: independent consultants, retired persons, students etc.

VI. **Town & Parish (or equivalent) Council Membership**

Town & Parish Council Membership includes Town, Parish and equivalent level of councils in England, Scotland, Wales, Northern Ireland and the Republic of Ireland.

VII. **Honorary Personal Membership**

Honorary personal membership can be bestowed on individuals in recognition of their personal contribution to historic towns and cities.

VIII. **Reciprocal Membership**

Reciprocal arrangements will be agreed with other organisations which share the values of the Forum in order to enhance the services and efficacy of the Forum. No fees will be either charged or paid.

Upon application, members in all categories (except Honorary Personal and Reciprocal Members) shall pay an annual subscription. Members joining during the year will pay a pro-rata fee.

Towns and cities which are not members of the Forum may send representatives to attend seminars and conferences subject to the availability of places and an appropriate fee which may be greater than that charged to members.

4. **Subscriptions**

- I. Local authority, corporate, associate, civic & amenity society, town and parish (or equivalent) council and individual members shall pay an annual subscription to the Forum on 1<sup>st</sup> January each year.
- II. The amount of the annual subscription for each category will be recommended by the Executive Committee after consideration of a budget report and agreement at the Annual General Meeting.

5. **Officers**

- The officers of the Forum are:
- Chair
- Vice Chairs (2)
- Honorary Treasurer

Officers of the Forum will normally be full-time employed staff of local authority members. If the circumstances dictate, the AGM may elect as Chair / Vice Chair an ex-local authority employee of appropriate experience and standing, or a suitably experienced and senior individual from an organisation in a field of activity related to the HTF's work. Officers on the Executive should not have any conflict of interest with the HTF's objectives.

In the event that the Executive Committee considered that the Chair should receive an honorarium or expenses this will be included in the nomination details to be considered and voted on by the AGM.

#### **6. Election of Officers**

The Chair will serve one year, with an option to be elected for a further one year term, and the out-going Chair may serve a further year as a Vice Chair. The second Vice Chair, who will serve one year, will not be assumed to take the position of Chair.

#### **7. Executive Committee**

- I. The AGM shall appoint an Executive Committee to consist of the Chair, two Vice-Chairs and Honorary Treasurer plus up to eight ordinary members from the Local Authority membership, three from other categories and one representing the Partner/Sponsors.
- II. The term of office for all members of the Executive Committee will be for one year.
- III. The Executive Committee shall have the power to co-opt members, either as individuals or from bodies having common interests with the Forum. Co-opted members shall have no voting powers.
- IV. The Executive Committee shall have fully delegated powers to initiate and implement any action it considers necessary to further the objectives and interests of the forum, within the limits of the Constitution.

#### **8. Meetings**

- I. An Annual General Meeting shall be held each year.
- II. The Executive Committee shall meet not less than four times a year.
- III. The Chair may call a Special General Meeting of the Forum at any time, subject to seven clear days' notice to member authorities and shall do so when requested in writing by a minimum of ten member authorities.
- IV. Three members shall form a quorum at any meeting of the Executive Committee (excluding co-opted members).
- V. The Chair shall normally chair all meetings. In the absence of the Chair, one of the Vice-Chairs shall chair the meeting. In the absence of Chair and both Vice-Chairs, those present shall elect a Chair for the meeting.
- VI. The Annual General Meeting is open to all categories of membership. However, only authorities with full membership have the right to vote. The authorities have one vote per authority. The Chair shall have the casting vote at the Annual General Meeting, a Special General Meeting and at the Executive Committee.
- VII. Motions to be put before the Annual General Meeting must be received by the Forum office not less than four clear weeks before the date of the meeting.

#### **9. Finance**

- I. The balance sheet and accounts will be presented at the Annual General Meeting, and will be audited by external auditors.
- II. The funds of the Forum shall be deposited in a bank in the name of the Forum and all cheques shall be signed by the Director, Honorary Treasurer and / or Chair or other persons appointed by the Executive Committee.
- III. The funds of the Forum shall consist of membership subscriptions plus any surplus funds from conferences, the sale of publications, sponsorship donations, grants and any other such sources as may be considered appropriate by the Executive Committee.

*Amended in accordance with the motions passed at the AGM 21 October 2009*

*Chris Winter*

*Director*

*HTF*