

**Frodsham News Forum  
Constitution  
Adopted on 8<sup>th</sup> October 2024  
As Amended 10<sup>th</sup> March 2026**

**Name of Group**

The name of the group is Frodsham News Forum, called the “Group” in these rules.

**Aims**

The Aims of the Group are to:

- provide a freely available source of verified, unbiased news and other information that celebrates achievements and improves knowledge about key developments, public services and community facilities within Frodsham;
- disseminate information in such a manner as to further the widest possible levels of inclusivity for all who live in, work in or visit Frodsham; and
- collaborate proactively with other community-based organisations in order to ensure information is consistently presented across a variety of communication channels and platforms, and that its dissemination across partner organisations maximises its intended outcomes.

**Organisational Status**

The Group Is an unincorporated Association of individual persons and operates on a Not for Profit or Dividend basis.

**Powers**

To further the Aims, the Group may exercise the following powers:

- Raise funds and receive contributions, donations and otherwise, for the explicit and sole purpose of furthering the Aims, provided that the group shall not undertake any permanent trading activity, and that the source of funds shall not give rise to an actual or perceived conflict with the Aims, in particular for the provision of unbiased information;
- Source, research and publish such information as appropriate to the Aims – publication may be by any relevant digital or physical media and publicly accessible communication channels;
- Hold meetings;
- Pay the necessary expenses involved in running the Group; and
- Undertake any other lawful activity to further the Group’s Aims.

## **Membership**

The Group shall be open to all persons in sympathy with the Aims of the Group and willing to abide by this Constitution.

Group participants will be known as "Friends of Frodsham News" ("**Friends**")

Each Friend will have one vote and will be eligible to stand for election onto the Management Committee. The Group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

In addition to input from Friends, the Group will welcome, through the Editorial Sub-Committee contributions of appropriate articles by guest authors in order to ensure that communications are engaging to the communities and individuals served.

Where a Friend has not participated in the Group, including attendance at meetings to which they are entitled to attend for a continuous period of six months or more, their participation shall be deemed to have ceased unless the Management Committee agrees otherwise due to extenuating circumstances

## **Management Committee**

The Group shall elect a Management Committee of not less than four, and not more than eight Friends including a

- Chair
- Lead Editor
- Secretary
- Treasurer

who will direct the policy and management of the Group. They shall be elected to serve for one year after which time they may stand for re-election.

The Chair will have a casting vote in the event of a tie.

The Lead Editor will, supported by an Editorial Sub-Committee, exercise editorial control to ensure that information is produced, published and disseminated in accordance with the Aims. Where there are any topics or issues on which the Lead Editor requires guidance in exercising editorial control, he or she will discuss this in the first instance with the Chair who may consult with other members of the Management Committee as appropriate.

The Management Committee will have the power to co-opt other Friends if it wishes to use this power.

The Management Committee will meet a minimum of six times a year. The quorum level will be set at 50% of the elected number of Management Committee Members.

In addition to the Chair, Lead Editor, Secretary and Treasurer other Friends may be appointed to undertake particular responsibilities within the group, e.g. fundraising.

## **Editorial Sub-Committee**

The Lead Editor may be supported by other Friends or other volunteers as agreed by the Management Committee in performing the editorial requirements of the Group.

## **Meetings**

General meetings will be held as often as necessary and as a minimum will include an Annual General Meeting (AGM) as provided for below..

An AGM of the Group shall be held every year. All Friends shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include electing the Management Committee; reporting on the activities during the year, amendments to the constitution and approval of the Group's accounts.

An Extraordinary General Meeting (EGM) can be held at the Chair's discretion or by a written request to the Chair of not less than 50% of the Friends. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all Friends. An Extraordinary General Meeting should only consider the business specified in the request

For all meetings a quorum of 50% of Friends is required.

## **Finance and Bank Accounts**

Any money raised shall be used to further the aims of the Group and for no other purpose.

A bank account will be opened and maintained in the name of the Group. The account will require two signatories from amongst the Management Committee to authorise any expenditure other than de-minimis expenses below £ 50 per item. There will be three signatories from amongst the Management Committee available to the treasurer for the purpose of authorising expenditure. A simple written note of the group's financial position, will be produced and available at Management Committee meetings.

A statement of accounts verified by a competent person who is independent of the Group shall be tabled at the AGM.

No Friend or other volunteer associated with the Group shall derive any financial benefit from the Group, except for payment of reasonable expenses which should be approved in principle in advance of them being incurred by two of the signatories other than the Friend incurring the expenses.

No money will be paid out in the name of the Group without a receipt being made available.

## **Amendments to the Constitution**

If amendment(s) to the constitution are necessary, Friends will be informed in writing and given the opportunity to consider and vote on the amendments.

The amendment(s) will be made if there is a two-thirds majority vote of Members.

## **Dissolution**

If the Management Committee, by a simple majority, deem it advisable to dissolve the Group, it shall call a meeting of all the Friends of the Group, giving not less than 14 days' notice.

If such a decision is confirmed by a two thirds majority of those present, then all the assets of the Group shall be transferred to another local voluntary group or community group with similar aims.

frabam CHAIR. 14/4/26

CMR SECRETARY 14/4/26