



Barnet Multi Faith Forum Governing Document

1. Name of Forum

The name of the charity shall be Barnet Multi Faith Forum to be known as BMFF (or Forum)

2. The Objects of the BMFF

- a. The promotion of religious harmony for the benefit of the public in the London Borough of Barnet by:
 - i Promoting knowledge and mutual understanding between different faith groups through inter-faith dialogue.
 - ii Advancing education and raising awareness about different faith groups to promote good relations between persons of different faiths.
 - iii Working towards the elimination of discrimination on the grounds of religious faith.

3 Trustees.

- a. BMFF shall have a minimum of three trustees, who have oversight of the charity.
- b. To carry out the charitable purposes, the trustees have the power to:
 - i Raise funds, receive grants and donations.
 - ii Apply for funds to carry out the work of the charity
 - iii Co-operate with and support other charities with similar purposes
 - iv Do anything which is lawful and necessary to achieve the purposes and values of the BMFF.
- c. Trustees shall be appointed according to Trustee Appendix 1 and confirmed at the AGM by member vote
- d. A President will be appointed by the trustees

4 Membership of BMFF is available to; -

- a. Any person aged 16 or over belonging to a faith organisation or institution based within the London Borough of Barnet, who have endorsed (in writing) the values of the forum.

- b. To any person of faith, living, working, studying or employed by an education organisation or charitable body, with offices within Barnet, whose aims represent the values of BMFF.
- c. Who have paid a minimal annual donation as agreed by the executive.
- d. Membership of the Forum may also include (with non-voting rights) a representative of; -
 - i. Barnet Council
 - ii. Middlesex University.
 - iii. Barnet Together
 - iv. C.B.Plus
 - v. Barnet SACRE
 - vi. Interfaith organisations with relationships to Barnet
 - vii. Nominated Police Faith liaison Officer, and or other nominated members of the Emergency Services
 - viii. The Local Business Sector

5 Strategies, policies and responsibilities of BMFF

- a. **Trustees** will be responsible for determining the strategy, policy, and delivery plans for the Forum.
 - i This will be implemented and performed by an Executive Committee elected by members at the AGM, who will be responsible for co-ordinating the day-to-day operations of the Forum.
 - ii The Executive will meet on a regular basis, as necessary, to organise, plan events and activities that will promote the aims and objectives of the BMFF
 - iii The Executive may establish sub committees or working groups of members to fulfil the delivery of the objects of the charity
 - a) A quorum will consist of 5 executive members.
 - iv The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.
- b. **Executive Committee members**
 - i Will always act as ambassadors of the Forum in the public arena.
 - ii Will positively promote BMFF and avoid any act which will bring the organisation into disrepute.
 - iii Will be aware of and abide by confidentiality restrictions of certain information and treat all private information or material relating to BMFF as confidential.
 - a) Members are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

- iv Conflicts of interest will be requested at the start of each meeting and recorded in its minutes.
- c. **The executive** will meet at least six times a year to promote the objectives as above and to call Annual and/ or Special General Meetings.

6. Annual General Meetings (AGM)

- a. An AGM of the BMFF will be called, with no more than a 15-month gap in between these meetings.
- b. All members of the BMFF will be notified in writing by the secretary at least 3 weeks before the date of the AGM, giving the venue, agenda, date, and time of this meeting.
- c. The Secretary will request nominations for the executive committee to be returned at least one week prior to the AGM.
- d. The quorum for the AGM will be at least 10% of members of the Forum
 - i. A simple majority of those present will constitute the passing of a motion or resolution.
 - ii. In the event of a tie the chair will have a casting vote.

7. The purpose of the AGM is to;-

- a. Receive and approve or otherwise, the annual reports of the BMFF Chair.
- b. Receive and approve or otherwise, the annual accounts of the BMFF Treasurer.
- c. Elect an Executive committee and officers of the BMFF.
- d. To confirm the appointment of any new trustees

8. The BMFF Executive Committee will consist of; -

- a. **A Chair** who will; -
 - i. Chair the AGM and Executive meetings.
 - ii. Lead and give direction to the BMFF Executive.
 - iii. Advise the Executive and wider community in respect of matters relating to the BMFF objectives.
 - iv. Agree the agenda for meetings with the secretary and ensure that business is properly conducted.
 - v. May invite observers to attend and make presentations to the executive.
- b. **Two Vice Chairs**, (where necessary)
 - i. To act in the absence of the Chair and have a portfolio role.
 - ii. The Vice Chairs may not be of the same faith.
- c. **The Secretary**; -
 - i. Who shall be responsible for the taking and communicating minutes to executive members,
 - ii. Be responsible for maintaining an update of members contact details.
 - iii. For other duties as prescribed by the executive.

d. **The Treasurer;** -

- i Who shall be responsible for maintaining and reporting all of the charity accounts and provide annual reports to the AGM and each Executive Committee meeting.
- ii To ensure membership fees are collected and recorded.

e. **Additional (4) elected members**, to be given portfolio responsibilities by the Executive

9. **Finances**

- a. A separate dedicated bank account will be maintained on behalf of the BMFF at a bank agreed by the Executive committee.
 - i This to be set up by the treasurer.
 - ii The Bank Account details will be recorded in the minutes.
 - iii Up to Five cheque signatories will be nominated by the Executive Committee (one to be the Treasurer).
 - iv Any two of these must confirm payment.
 - v Records of income and expenditure will be maintained by the Treasurer and a financial statement given to each meeting.
 - vi Funds can only be used to further the specific aims and objectives of the BMFF.

10. **Special General Meetings**

- a. The Secretary will call a Special General Meeting of its members at the request of the majority of the executive by giving a written request to the Chair stating the reason for their request.
- b. The meeting will take place within twenty-one days of this request being made.
 - i. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.
 - ii. The quorum for the Special General Meeting will be 10% of the membership of the Forum.

11. **Amendments to the Constitution**

- a Amendments to the constitution may only be made at the AGM or a Special General Meeting.
- b Any proposal to amend the constitution must be given to the Secretary in writing and proposed by a quorum of the executive
 - i. The proposal must then be circulated with the notice of meeting as in 11b above.

- c. Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.
- d. No amendment may be made that would have the effect of making the charity cease to be a charity at law.
- e. No amendment may be made to alter the objects if the change would undermine or work against the previous objects of the charity.
- f. No amendment may be made to clause 2 (Objects), or clause 13 (Dissolution) or this clause without the prior consent in writing of the Commission.
- g. A copy of any resolution amending this constitution shall be sent to the Commission within twenty-one days of it being passed.

12. Dissolution

- a. If a meeting of the AGM by a two thirds majority of those present decides that it is necessary to close the BMFF it may call a Special General Meeting to do so in accordance with 13b above.
- b. The sole business of this meeting will be to discuss and vote on whether to dissolve the Forum.
- c. If it is agreed to dissolve the Forum all remaining money and other assets, once outstanding debts have been paid, will be donated to local charitable faith-based organisations to be agreed at the meeting which agrees the dissolution.

13. Equality and Diversity.

- a. The BMFF will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, age, or marital status.

14. General Conduct

- a. BMFF members will declare any personal interest which might conflict with or be seen by others to affect their ability to perform their duties fairly and impartially.
- b. The executive will aim to resolve any disputes in the Forum or the Exec Committee through discussion and consensus. If this is not possible the issue will be referred to mediation conducted by an independent third party
- c. Members and observers will always treat others with courtesy and respect and will not act or speak in a way that may be perceived as bullying, abusive, discriminatory or derogatory.


15. Review

This Governing Document may be reviewed annually at the AGM.

The original BMFF Constitution was unanimously endorsed at the AGM of the Barnet Multi Faith Forum on Monday June 27th, 2016

Amended and Approved at the BMFF AGM on Thursday July 10th, 2025

Signed by the President Esmond S Rosen
Thursday July 10th, 2025

A handwritten signature in cursive script, reading "Esmond S. Rosen". The signature is written in dark ink and is positioned to the right of the typed name.