

LONDON
FRAUD
FORUM

London Fraud Forum Constitution



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Name:

The forum will be named the London Fraud Forum (LFF), and will incorporate the former South East Fraud Forum. All logos and designs appertaining to the LFF are protected by UK copyright law and are not to be embellished or reproduced without proper grant of authority.

Address:

The Registered Address of the LFF is:

London Fraud Forum
Post Office Box 28353
London
SE20 7WJ.

Purpose:

1. To bring the public and private sectors together to fight fraud and financial crime and to protect the economy of the London and South East of England region.
2. To promote fraud awareness amongst its membership and organisations throughout the region.
3. To create good practice antifraud cultures by encouraging and promoting antifraud strategies for its membership to utilise.
4. To share a best practice between its members for fraud prevention, investigation and detection.
5. To help protect, stimulate and encourage business growth in the region.

Objectives:

1. Within the defined scope of LFF.
 - To help reduce fraud in London and the South East of England.
 - To provide a discussion forum for members and similar minded organisations within the United Kingdom and overseas.
 - To promote an open and co-operative environment between the membership in both the public and private sectors.
 - To encourage the recruitment of new members throughout the region.
 - To establish sound working relationships with similar fraud forums in the UK and overseas.
 - To formulate strategic alliances by collaboration with relative consumer, law enforcement, regulatory and charitable bodies.

- To identify fraud risks and define fraud methods to promote awareness and shared good practice to enable the membership to manage fraud effectively.
- To organise conferences, seminars or master classes on subjects relating to its objects in the fight against fraudulent actions.
- To develop and deliver recognised training sessions to assist members in their management of antifraud strategies and development of fraud risk management controls for the benefit of the membership.
- To identify fraud management opportunities with the emphasis on prevention and thereby promote developments and research by seeking to arrange the publication of the results of any antifraud strategies.
- To provide the opportunity through feedback and surveys to assess the general effectiveness of LFF initiatives.
- To seek to provide support and input to effective protective legislation and ensure the promotion and adoption of security recommendations.
- To act as a common example for similar initiatives across the UK and overseas.

Scope:

All aspects of fraud and other related financial crime as it affects the membership and or their respective organisations, where an awareness of such fraud/crime, in terms of the cause, threat, method or effect, may help any members in an effort to combat such crime. Consideration will also be given to market countermeasures and the sharing of that knowledge with its membership.

London Fraud Forum will:

- Form and maintain a Board of Directors of no less than six (6) but no more than twelve (12), responsible to the general membership for the general direction and strategy of the Forum.
- Wherever possible, the Board shall include representatives from the Metropolitan Police Service and the City of London Police.
- Follow an agreed code of ethics.
- Review periodically membership criteria and acceptance.
- Review periodically funding arrangements and subscription requirements.
- Invite members to participate in Working Groups to address specific issues as required.
- Organise conferences, seminars or master classes on subjects relating to its objects in the fight against fraudulent actions.
- Develop and deliver a programme to assist members in their management of antifraud strategies and development of fraud risk management controls for the benefit of the membership.

Ethics:

- LFF will encourage best practice between its members.
- Recommendations by LFF are not mandatory and the membership are under no obligation to comply with them.
- All LFF activities will be consistent with applicable law and government regulations.
- All members will be afforded equal rights and privileges and no member will be afforded greater voting rights than another. Membership of LFF will not financially disadvantage any member and the independence of members will be respected.
- LFF is a non-profit making organisation. Monies collected as a membership fee will be placed in a common fund as will monies collected as payment for attendance at organised events for which an admission fee is required.
- Implementation of any LFF recommendations is entirely at a member's own risk. No member or representative thereof shall use LFF to promote personal views. LFF accepts no liability.
- The Board of Directors or Working Groups reserve the right at their discretion to expel members who have not complied with the set ethical standards of LFF.

Management:

- The LFF will be managed by a Board appointed from the membership as dictated within the articles of association of the LFF.
- The Board will conduct its business as dictated within the articles of association of the LFF.
- Working Groups will be established to manager some activities of the LFF.
- Membership of the Working Groups will be drawn from the LFF members.
- Chairs of the Working Groups will be nominated by the board to provide experience and knowledge, to advice and assist the Board on issues concerning the management of the LFF.

Board of Directors:

The Board of Directors are to be representative of the membership of LFF.

- The Board that will not be less than twelve (12) representatives, are responsible to the general membership for all aspects of the Forum and will examine thoroughly all identified and worded proposals from the Working Groups for submitted ratification or implementation.

- The Board of Directors will co-ordinate the announcement of all recommendations made by LFF. No Board member or member of LFF can represent the forum or its views and recommendations through any external media without proper authority from the Board of Directors.
- Any member or member organisation may nominate a person to become a Director and to take on the responsibility of a Directorship as dictated within the articles of association of the LFF.
- The quorum for a Board meeting will be not less than 5. Those Board members unable to attend meetings in person may vote on motions of the Board by way of written proxy.
- A Director unable to attend meetings regularly will be expected to stand down and nominations for a replacement will be examined by the Board.
- The Board of Directors will elect a Chair, Vice Chair, and other necessary officers on a required basis.
- The office of Chair may be for a two year period on a rota selected by the Board of Directors.
- Minutes of all Board meetings and Working Group meetings shall be exchanged and distributed to Board and Group representatives for their attention prior to or at the next appointed respective meetings.
- The Board will meet four times a year, every quarter.
- The business of board outside these meeting can be conducted through e-mail provided that any decisions made are recorded and retained, and the number of board members responding meets the quorum requirement.
- The directors may delegate certain management functions to the Working Groups or committees as allowed within the articles of association of the LFF.

Membership:

- Any UK citizen or organisation from the public or private sectors may apply for membership.
- The Board will consider all applications for membership. Any person or organisation applying for membership will be required to abide by the Constitution of LFF as well as any terms of reference deemed necessary.

Organisations applying must name the person who will represent them at all LFF meetings and undertake to notify LFF of all changes in those representatives.

- The LFF retains the right to refuse any application for membership to the Forum. No reason will be given and no further correspondence entered into.
- The LFF reserves the right to terminate the membership of any member for serious breaches of the terms of membership and any such decision is final.

- Any appeal by an individual or organisation against expulsion must be submitted within 14 days in writing to the Membership Secretary of the Board Group.
- The Board of Directors reserve the right to reject representatives of member organisations where they behave in a manner inappropriate to their representation or whom may bring the whole Forum into disrepute. The Board will also decide what constitutes a serious breach.

Membership Subscriptions:

- Membership subscriptions will be levied annually at a fee liable to revision by the Board based upon inflation or other monetary implications. Subscription will be due from 1 October to 30 September.
- Members will be invited to attend master classes seminars or conferences organised by LFF some of which may be charged at a reasonable rate of entry to cover all costing.

Funding:

- LFF should be self-financing and will be non-profit making. All funds must only be used to achieve objectives. In the event of closure of LFF, all surplus funds held in accounts will be donated to a nominated charity as agreed by the Board
- The finances and financial records will be audited and submitted to the membership annually at any arranged A.G.M. or Annual Conference. A financial summary will be presented to the Board on a quarterly basis. Accounts should be prepared for each year end at 30 September.
- Sponsorship or other applied for grant funds will be deposited to the held LFF bank account and must only be used for recognised or indicated purpose at application.
- The bank account will be managed by the Treasurer and Secretary of the LFF. All expenditure must be authorised by any two of the Chair, Vice Chair, Secretary, Treasurer. There must be two signatories for any withdrawal.

Amendments to the Constitution:

Amendments to the aforementioned LFF constitution will require a resolution of the Board of Directors that must be supported by a majority of the members holding full membership and thereby entitled to vote, which can be electronic (ie via email). Proxy voting will be permitted to ensure opportunity for all. A member organisation will have a maximum of one vote regardless of the number of representatives it may have.

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No amendment of ethics will be permitted which infringes member rights or the applicable laws and government regulations.