



LONDON • FRAUD • FORUM

INCORPORATING THE SOUTH EAST

London Fraud Forum

Incorporating the South East

Constitution



Constitution

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

Address

The Registered Address:

London Fraud Forum
Post Office Box 28353
London
SE20 7WJ

Purpose

The purpose is to:

1. bring the public and private sectors together in the fight against fraud and financial crime, thus helping protect the economy of London and South East England.
2. promote fraud awareness amongst members and organisations throughout the region.
3. create good practice anti-fraud cultures by encouraging and promoting anti-fraud strategies for members to implement.
4. share best practice with and between members to aid fraud prevention, investigation and detection.
5. help protect business growth through raising fraud awareness within the region.

Scope

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

Objectives

Within the scope of LFF, to:

- provide a discussion forum for members and similar minded organisations within the UK and overseas
- facilitate networking between members
- promote an open and co-operative environment between the membership in both the public and private sectors
- encourage the recruitment of new members throughout the region
- establish working relationships with similar fraud forums in the UK
- formulate strategic alliances through collaboration with appropriate industry, consumer, law enforcement, regulatory and charitable bodies
- promote awareness of fraud risks and practices
- share good fraud protection, detection and response practice to enable the membership to manage fraud effectively
- organise annual conference, and periodic seminars or master classes on subjects relevant to the Forum's objectives



Constitution

- develop and deliver a programme to assist members in their management of antifraud strategies and development of fraud risk management controls
- 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
- seek to input to effective protective legislation and ensure promotion and adoption of anti-fraud recommendations
- act as a common example for similar initiatives across the UK

London Fraud Forum will

- Maintain a Board of Directors of no less than six (6) but no more than twelve (12), responsible to the membership for the direction and strategy of the Forum
- Wherever possible, Board meetings shall include representatives from the Metropolitan Police Service, the City of London Police, and any other public service body, felt appropriate by the Board as relevant to business at the time
- Follow the code of ethics set out below
- Review periodically membership criteria and acceptance along with funding arrangements and subscription requirements
- Invite members to participate in Working Groups to address specific issues as required

Ethics

- LFF will encourage best practice between members
- 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 membership fees or as payment for attendance at organised events for which an admission fee is required, will be placed in a common fund.
- Implementation of any LFF recommendations is entirely at a member's own risk. No member or representative 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

- LFF will be managed by a Board appointed from the membership as dictated within the articles of association of LFF
- The Board will conduct its business as dictated within the articles of association of LFF
- Working Groups will be established to manage some activities of LFF and advise and assist the Board on issues concerning LFF
- Membership of the Working Groups will be drawn from LFF members, additionally, non-members may be co-opted for specific expertise
- Chairs of the Working Groups will be ratified by the Board



Constitution

Board of Directors

The Board of Directors are to be representative of the membership of LFF and will

- be not be less than six (6) and no more than twelve (12) representatives, are responsible to the general membership for all aspects of the Forum
- will meet four times a year.
- conduct business outside of these meetings by e-mail provided that decisions, made by the number of board members responding meets the minimum quorum requirement, are recorded and retained
- elect a Chair, Vice Chair, and other necessary officers as required
- delegate certain management functions to the Working Groups or committees or contracted third parties as allowed within the articles of association of LFF.
- examine all proposals submitted by the Working Groups thoroughly
- 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
- 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 LFF
- The quorum for a Board meeting will be not less than four (4). Those Board members unable to attend meetings in person may vote on motions of the Board by way of written proxy (which can be in electronic format, e.g. text or email).
- 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 office of Chair will be for a two year period and reviewed by the Board of Directors.
- Minutes of all Board meetings and Working Group meetings will be distributed to Board and Group representatives for their action prior to or at the next appointed respective meetings.

Membership

- Any UK citizen or organisation from the public or private sectors may apply for membership.
- The Board (or a person, persons or committee to whom the Board has delegated the task) 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
- LFF retains the right to refuse any application for membership to the Forum. No reason need be given and no further correspondence entered into.
- 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 Secretary of the Board.



Constitution

- The Board reserves 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. 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 in furtherance of the Forum's objectives. In the event of closure of LFF, all surplus funds held in accounts will be donated to a nominated charity or other nominated organisation that aligns with LFF objectives, as agreed by the Board
- The finances and financial records will be audited and submitted to the membership annually at any arranged AGM 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 funds and grants received will be deposited into LFF bank account and only used for recognised or indicated purpose at application.
- The bank account will be managed by the Treasurer and Secretary of LFF. All expenditure must be authorised by any 2 of the Chair, Vice Chair, Secretary, & Treasurer. There must be 2 signatories for any withdrawal.

Amendments to the Constitution

Amendments to the LFF constitution will require a resolution of the Board. This must be then put to the membership and supported by a majority of the members who vote on the proposed resolution to amend the constitution. Members must be given a minimum notice of 14 days of the resolution. Only members holding full membership are entitled to vote, which can be electronic (i.e. 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.

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