

Forum Constitution

A. Name

The name of the Forum is Brampton & District 50+ Forum.

B. Administration

Subject to the matters set out below, the Forum and its property shall be administered and managed in accordance with this constitution by the member's of the Management Committee, constituted by clause G of this constitution.

C. Objects

The objectives or aims of the Forum are:

- To enable the voices of older people to be heard and provide an effective ,representative and independent advocate for their views.
- To gain information on issues affecting older people and arrange for them to meet with service providers.
- To monitor new services and developments, and ensure the views of older people are made known to relevant organisations and authorities.
- To influence policy at all levels and to pursue the implementation of the UN declaration of the Rights of Older people(1991)

D. Powers

In furtherance of the aims /objectives of the Forum, but not otherwise, the Management Committee may exercise the following powers:

- 1) Power to raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- 2) Power subject to any consents required by law to sell, lease or dispose of all or any part of the Forums property.
- 3) Power to cooperate with other Forums, voluntary bodies and statutory authorities operating in furtherance of the aims / objectives or of similar charitable purposes and to exchange information and advice with them.
- 4) Power to establish or support any charitable trusts, associations or institutions formed for all or any of the aims / objectives.
- 5) Power to appoint and constitute such advisory committees as the Management Committee may think fit.
- 6) Power to insure trustees against personal liability.
- 7) Power to do all such other lawful things as necessary to achieve the aims / objectives.
- 8) Power to co-opt additional non voting members to the management committee if helpful to the pursuit of the aims and objectives of the forum.

E. Membership

Membership of the Forum shall be open to -

- Individuals who are over the age of 50 who are interested in furthering the Forums work .
- Any body such as a voluntary organisation which is interested in furthering the work of the Forum
- Every individual member shall have one vote.
- The Management Committee may unanimously and for good reason terminate the membership of any individual or member organization provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before the final decision is made.

F. Honorary Officers

At the annual general meeting of the Forum the members shall elect from amongst themselves a Management Committee who shall hold office from the conclusion of that meeting.

At the first Management Committee meeting following the annual general meeting the members shall elect from among themselves a chairperson, vice-chairperson, secretary, treasurer and or any other officers that may be necessary to pursue the aims / objectives of the Forum.

G. Management Committee

1. The Management Committee shall consist of not less than 4 members and not more than 6 members, those being:
 - The honorary officers specified in the preceding clause
 - Not less than 2 members.
2. All members of the Management Committee shall retire from office together at the end of the annual general meeting unless re-elected for a further year. No member shall hold an honorary officers post for more than 3 consecutive years. Following 3 years in office a period of one full year must have passed before a member can be re-elected as an honorary officer.

H. Determination of Membership of Management Committee

A member shall cease to hold office if he / she:

- 1) Is disqualified from acting as a member of the Management Committee by virtue of any section of the Charities Act 1993
- 2) Becomes incapable by reason of mental disorder, illness or injury of managing and administering his / her own affairs.
- 3) Is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolves that his / her office be vacated.
- 4) Notifies to the Management Committee a wish to resign (but only if at least three members of the Management Committee will remain in office when the notice of the resignation is to take place).

I. Management Committee members not to be personally interested

- 1) No member of the Management Committee shall acquire any interest in property belonging to the Forum other than that of a trustee, or receive remuneration, or be interested other than as a member of the Forum in any contract entered into by the Management Committee.
- 2) Any member of the Management Committee who is a solicitor, accountant or other person engaged in a profession, may charge and be paid all the usual professional charges for business done by him / her or his / her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Forum, provided that when the decision to undertake this work and remuneration is discussed the Management Committee member withdraws from the meeting.

J. Meetings and Proceedings of the Management Committee

- 1) The Management Committee shall meet not less than 6 times per year.
- 2) As well as these, a special meeting may be called at any time by the chairperson or by any 3 members of the Management Committee providing at least 3 days notice is given to the other members of the Management Committee of the matter to be discussed.
- 3) The chairperson shall act as chair at all Management committee meetings. If the chairperson or vice chair is absent from any meeting, the members of the Management Committee present shall choose one of their number to be chair of the meeting before any other business is transacted.
- 4) There shall be a quorum when at least 3 of the number of members of the Management Committee are present at a meeting.
- 5) Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question. In the case of equal votes for and against the chairperson shall have a second or casting vote.
- 6) Minutes of all proceedings at management Committee meetings and any sub committees shall be kept for future reference for a period of not less than 6 years.
- 7) The management Committee may appoint one or more subcommittees consisting of 3 or more members of the Management committee for the purpose of making an inquiry or supervising or performing any function or duty which in the opinion of the management Committee would be more conveniently undertaken or carried out by a sub committee.

K. Receipts and Expenditure

The funds of the Forum, including all donations, contributions and bequests, shall be paid into an account operated by the management committee in the name of the Forum at such a bank that the Management Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Management Committee.

The funds belonging to the Forum shall be applied only in furthering the aims / objectives of the Forum.

L. Accounts

The Management Committee shall comply with their obligations under the Charities Act 1993 with regard to

- a) the keeping of accounts for the Forum

- b) the preparation of annual statements of accounts for the Forum
- c) the auditing or independent examination of the statements of account for the Forum
- d) the transmission of the statements of account of the Forum to the Commission if necessary.

M. Annual Report

The Management Committee shall comply with their obligation under the Charities Act with regard to the preparation of an annual report and its transmission to the Commission if necessary.

N. Annual Returns

The Management Committee shall comply with their obligations under the Charities Act with regard to the preparation of an annual statement of accounts and its transmission to the Commission if necessary.

O. Annual General Meeting

- 1) There shall be an annual general meeting of the Forum, which shall be held in the month of May in each year or as soon as practicable thereafter.
- 2) Every annual general meeting shall be called by the Management Committee. The secretary shall give at least 28 Days notice of the annual general meeting to all members of the forum. All members of the Forum shall be entitled to attend and vote at the meeting.
- 3) Before any other business is transacted at the first annual general meeting, the persons present shall appoint a Chairperson for the meeting.
- 4) The Management Committee shall present to each annual general meeting the report and accounts of the Forum for the preceding year.
- 5) Nominations for election to the Management Committee must be made by members of the Forum. Should nominations exceed vacancies, election shall be by secret ballot.

P. Special General Meetings

The Management Committee may call a special general meeting of the Forum at any time. If at least 8 Members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 28 days notice must be given to all members and the notice must state the business to be discussed.

Q. Procedure at General Meetings

The secretary or other person specially appointed by the Management Committee shall keep record of proceedings at every general meeting of the Forum.

There shall be a quorum when at least one third of the number of members of the Forum or at least 8 members are present at a general meeting.

R. Notices

Any notice to be served by the secretary on any member of the Forum shall be in writing and shall be served by the secretary or the Management Committee on any member either personally or at his /

her last known address, any letter so sent shall be deemed to have been received within 10 days of posting.

S. Alterations to the Constitution

- 1) Subject to the following provisions of this clause the constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- 2) No amendment may be made to clause A, clause I ,clause T or this clause without prior consent in writing of the Commissioners if necessary.

T. Dissolution

If the Management Committee decides that it is necessary or advisable to dissolve the Forum it shall call a meeting of all members of the Forum, of which 28 Days notice stating the terms of the resolution to close the Forum shall be given. If the proposal is confirmed by a two thirds majority of those present and voting the management Committee shall have the power to realise any assets held by or on behalf of the Forum. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to any other Charitable institution or institutions having objectives similar to the Forum as the members of the Forum may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or accounts and a statement for the final accounting period of the Forum must be sent to the Commission if necessary.

U. Arrangements until the First Annual General Meeting

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the management Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was adopted on the date mentioned below by the persons whose signatures appear at the bottom of this document.

Signed *Ann Oswin* Chairperson
Name (please print)..... ANN OSWIN

Signed..... *D. Easton* Vice Chair
Name (please print)..... DORREN EASTON

Signed..... *D. Watson* Treasurer
Name (please print)..... DORIS WATSON

Date: 25th January 2005

