

Brampton & District 50+ Forum: Constitution

A. Name

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

B. Administration

The Forum and its property shall be administered and managed by the committee.

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.

D. Membership

Membership of the Forum shall be open to:

- Individuals who are over the age of 50 who are interested in furthering the Forum's 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.

E. Honorary Officers

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

At the first 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.

F. The Committee

- The committee shall consist of not less than 4 members including the honorary officers specified in the preceding clause and not less than 2 other members.
- All members of the committee shall retire from office together at the end of the annual general meeting unless re-elected for a further year.

G. Meetings and Proceedings of the Committee

1. The committee shall meet not less than 4 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 committee providing at least 3 days' notice is given to the other members of the committee of the matter to be discussed.
3. The chairperson shall usually act as chair at all committee meetings. If the chairperson or vice chair is absent from any meeting, any other of the members of the committee present shall be chair of that meeting.
4. There shall be a quorum when at least 3 members of the committee are present at a meeting.
5. Every matter shall be determined by a majority of votes of the members of the 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 committee meetings shall be kept for future reference for a period of not less than 6 years.

H. Receipts and Expenditure

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

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

I. Annual General Meeting

1. There shall be an annual general meeting of the Forum.
2. Every annual general meeting shall be called by the 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. The current Chair shall act as Chairperson for the meeting.
4. The 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 committee must be made by members of the Forum.

J. Special General Meetings

The committee may call a special general meeting of the Forum at any time.

At least 28 days' notice must be given to all members and the notice must state the business to be discussed.

K. Procedure at Forum Meetings

At least 14 days' notice of Forum meetings will be given to members either by email or letter.

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

Disrespectful behaviour at meetings will not be tolerated.

L. Alterations to the Constitution

The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a Forum meeting. The notice of the meeting must include the changes proposed.

M. Dissolution

If the 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 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.

This revised constitution was approved by Forum members, *nem con*, at a meeting on 27 September 2022.