

WELLAND SENIORS' FORUM

CONSTITUTION

1. Name

The name of the organisation will be Welland Seniors' Forum (the Forum)

2. Mission

To encourage and support the people living in South Holland aged 55 and over in influencing policy making, planning and service delivery at a local level.

3. Objectives

To bring about change to matters which adversely affect people aged 55 and over by influencing policies and practices locally

Aims

3.1 To hold regular meetings in order to encourage the membership to share their views and opinions

3.2 To provide greater opportunity for voices of older people to be heard effectively in local government and

commissioning bodies and where possible to participate in the making of policies

3.3 To provide greater opportunity for older people to participate in all areas of public life

3.4 To influence greater recognition of the contribution that older people make to their communities

3.5 To promote the image of older people in order to combat discrimination

3.6 To promote independence for our members

3.7 To promote social inclusion for people 55 and over.

3.8 To support enhanced communication in local area between members aged 55 and over and local policy makers and decision makers

4 Role of the Forum

4.1 To locate, book or lease premises for the purpose of carrying out the aims of the Forum

4.2 To inform and advise local government and other health and social care commissioners

4.3 To be a vehicle for consultation, engagement and involvement with people 55 and over with local authorities, commissioners of services and other agencies on issues relating to people 55 and over

4.4 To provide a consultation service for local researchers and policy makers for the benefit of people 55 and over.

4.5 To give members of the Forum the opportunity to raise and discuss any issues of concern

4.6 To arrange speakers to attend the regular forum meetings to address these issues or provide general information

4.7 Liaise with and work in partnership with other organisations

4.8 To hold appropriate insurances

4.9 To raise funds as and when necessary by means of fund raising events, grant applications or other legal means

4.10 To employ people and recruit volunteers in a support role for the benefit of its members and the wider community

5 Membership and Officers

5.1 Membership of the group shall be open to anyone living within the district of South Holland who is aged 55 and over.

5.2 The Forum members shall elect an executive committee of a maximum of 10 people to deal with the day to day business of the group.

5.3 Officers of the forum shall be elected annually at the AGM with each member entitled to one vote.

Officers will be elected to the following positions

Chairman,
Vice Chairman,
Secretary,
Treasurer.

5.4 Nominations for these posts must be made to the secretary at least two weeks before the AGM and will be duly proposed and seconded, and election at the AGM will be by a majority vote by ballot if necessary.

5.5 Other roles such as press officer, speaker finder, fund raisers shall be sought informally from the remaining members of the executive committee. Each committee member can, if necessary, carry out more than one function.

5.6 The committee can co-opt additional members, as appropriate, to support specific roles. These additional members will be entitled to attend the executive committee meetings for the duration of their role but shall not have a right to vote.

5.7 The Executive Committee should meet at least 5 times a year and open meetings will be held 5 times a year.

5.8 In the event of no agreement being reached following an equal vote the Chairman shall have a casting vote.

5.9 A quorum will be a minimum of 5 of the committee member.

5.10 An AGM should be held annually in September

5.11 The minimum period of notice for an AGM or any extra ordinary meeting shall be twenty one (21) days.

5.12 Should a vote be required in either general meetings or executive meetings, all decisions shall be made by a simple majority of those voting. If necessary the Chair or vice chair will have the casting vote.

5.13 Records shall be kept of all committee meetings and the AGM.

6 Finance

6.1 A bank account will be held in the name of the Forum. All cheques must be signed by two of the three authorised signatories. The authorised signatories will be the Treasurer, the chairman and one other member of the committee to be nominated at the first meeting of the executive committee following the AGM. None of these shall be related to or in a relationship with any of the others.

6.2 The financial year shall run from 1st July to 30th June.

6.3 The treasurer will ensure that accurate and up to date accounts are kept and are presented at each committee meeting.

6.4 The treasurer will be responsible for keeping of accounting records, the preparation of annual accounts for the AGM and arranging for the auditing or independent examination of the statements of accounts for the Forum.

7 Alterations to constitution

Any alteration to this constitution shall be agreed by not less than two thirds of those present and voting at a meeting specially called for that purpose or an AGM

8 Dissolution

8.1 If the committee decides that the Forum should close down an emergency general meeting shall be called of all the members giving at least 21 days notice of the meeting, including time, date and location.

8.2 The reasons for the proposed closure shall be explained to the members present.

Should the proposal be agreed:

8.3 Any outstanding accounts and creditors shall be paid.

8.4 Any remaining funds held by the Forum shall be given to another community or voluntary organisation or registered charity with similar aims and objectives.

As a secondary consideration here are some 'rules' for the committee members

Expectations

- To attend committee meetings within the cycle of meeting (currently every other month)
- To read meeting minutes and other papers prior to attending the meetings in preparation for meetings
- To send apologies when unable to attend meetings
- To participate in training and development activities to be an effective committee member
- To declare any conflicts of interest at meeting

Conduct

- Be familiar with and agree with the aims and objectives of the organisation
- Work with the committee as a group to achieve the organisation's aims
- Make decisions, which are in the best interests of the organisation and the users
- Keep the organisation's business confidential
- * Represent the organisation at functions and meetings

Responsibilities

- To keep informed about the organisation's work and the wider issues that affect it
- To make sure that the organisation has enough money to meet its obligations
- Developing policies as a committee member
- Making sure the organisation stays within the law and the governing document
- Making sure the organisation is adequately insured
- To lead the organisation effectively
- To make sure any paid staff are properly supervised and supported where applicable