

Caerphilly County Borough 50+ Forum

Constitution

1 Name

The name of the group shall be Caerphilly County Borough 50+ Forum.

2 Aims and Objectives

To promote the interests, participation and engagement of people aged fifty and over in Caerphilly County Borough and provide them with an opportunity to express, publicise and present their views, opinions or complaints. This will aim to contribute to an improvement in the quality of their lives and help to address the effects of isolation, loneliness and poverty.

To provide information relevant to residents of the Borough particularly to those over 50 and friends and relatives who care for them.

3 Processes

The Forum will fulfil the aims by identifying any area where they can influence the improvement of the well-being of the residents of Caerphilly County Borough over 50 years old.

- To achieve this, the Forum must seek the views, ideas, opinions and even complaints of members.
- It must publicise the existence, rôle and achievements of the Forum.
- It must encourage the expansion of membership to further the extent of input from members.

The Forum can:

- Raise funds, receive grants and donations.
- Apply for funds to carry out the work of the organisation.
- Co-operate with and support other groups with similar purposes.
- Share information and provide guidance.
- Liaise with Council officers and elected members, and statutory bodies, as appropriate, to promote the aims of the Forum.

The Forum will:

- Develop and promote good practice on the engagement of older people in Caerphilly County Borough on respect of all issues that impact upon them.
- Influence policy and practice concerning current and future older people at a local, national and regional level for example by attending meetings and responding to consultations
 - The Forum must utilise a wide range of appropriate communication media to make available information to the general public in the borough.

4 Membership

4.1 Membership

Membership of Caerphilly County Borough 50+ Forum shall be open to anyone who is resident in or employed in the County Borough of Caerphilly and is fifty years of age, or older.

The leaders of organisations, groups or clubs within Caerphilly Borough are encouraged to become members, to disseminate about and from the Forum to their members and, hopefully, to encourage their members to take up membership of the Forum.

4.2 Subscriptions

Resolutions submitted for changes to subscription levels must be approved at an Annual General Meeting by a simple majority vote before they become a part of this constitution.

The subscription rates are:

Individual members nil.

4.3 Registration

The Forum shall maintain a register of members.

This register shall be maintained in accordance with the provisions of the Data Protection Act 1988 as subsequently amended.

The register of members must set out for each current member:

- his/her full name and address; and
- the date on which he/she was registered as a member of the organisation;

Any person who wants to withdraw from membership must give notice of withdrawal. Best endeavours will be used by the Forum to keep the register up to date and ensure deceased members are taken off the register

5 Management

5.1 Steering Group

Caerphilly County Borough 50+ Forum shall be administered by a Steering Group of not more than fifteen (15) members elected at the Forum's Annual General Meeting. All executive powers of the Forum are exercised through the Steering Group.

Caerphilly County Borough Council may nominate any number of persons to attend and participate in Steering Group meetings, but such nominees may only attend by invitation and shall not have a vote unless they are also elected members of the Steering Group.

The Steering Group may invite anyone it sees fit to attend and participate in any of its meetings, but such invitees shall not have a vote.

5.2 Officers

The officers of the Forum shall be elected at the first meeting of the Steering Group after the Annual General Meeting, and shall serve until the first meeting of the Steering Group after the next Annual General Meeting. The Chairperson and Vice-Chairperson must be elected from the Steering Group. Other officers of the Forum need not be elected members of the Steering Group and may be of any age. The key criterion for election is the Steering Committee being convinced that they are appropriate and have the ability to fulfil the role. Such officers shall not have a vote at Steering Group meetings. Officers may seek re-election annually but no officer should serve in the same post for more than 4 contiguous years, unless there are considered to be extenuating circumstances.

Where possible, if appropriate and sufficient candidates exist, the officers of the Forum shall be:

The Chairperson.

The Vice-Chairperson.

The Treasurer.

The Secretary.

The Events Coordinator.

The Membership Secretary.

Communications Secretary (Website and Social Media)

The Steering Group shall have the right to appoint any member of the Forum to any other post it deems desirable and appropriate.

5.3 Meetings

The Steering Group shall meet at least four times a year. Should it fail to do so, then a general meeting shall be called at which a new Steering Group shall be elected, or the Forum dissolved.

All Steering Group members shall be given at least seven (7) days' notice of a meeting unless it is deemed an emergency meeting.

If Steering Group members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

The Steering Group may make reasonable rules to help run the Forum. These rules must not conflict with this constitution or the law.

5.4 Quorum

At least five (5) Steering Group members, including at least one (1) officer, must be present for a valid Steering Group meeting to take place.

5.5 Voting

Voting at Steering Group meetings shall be by show of hands on a simple majority basis. If there is a tied vote then the person chairing the meeting shall have a second vote.

Steering Group Minutes

5.6 All meetings must be minuted and agreed minutes shall be made available to any interested party on payment of a fee to cover costs.

5.7 Termination of Forum membership

The Steering Group may, by resolution passed at a meeting thereof, refuse, terminate or suspend the membership of any member, including officers, if in its opinion her/his conduct is prejudicial to the interests and objects of the association, provided that the member shall have the right to be heard by the Steering Group before the final decision is made. There shall no right of appeal.

6 Finance

6.1 Banking

Any money obtained by the group shall be used only for the group to fulfil its aims.

Any bank accounts opened for the group shall be in the name of the group.

Any cheque issued shall be signed by any two of three nominated signatories.
The treasurer shall be one of the nominated signatories

6.2 Budget

The Steering Group will ensure that the group stays within the budget. To that end a brief statement of the current financial position shall be provided by the treasurer to each meeting of the Steering Group.

6.3 Audit

Accounts will be formally audited annually

7 General Public Meetings

The Steering Group shall have the power to call general public meetings to consider the regeneration and development of any topic according to the group's objectives.

The Steering Group shall be empowered to invite any speakers it deems appropriate to such meetings.

The Steering Group shall be permitted to authorise the use of the Forum's funds to defray all reasonable expenses involved in such events.

8 Annual General Meeting

8.1 Frequency and Notice

The Caerphilly County Borough 50+ Forum shall hold an Annual General Meeting at not more than 15 month intervals.

Members shall be notified via the Forum web site, email and by letter, giving at least 14 days' notice of the Annual General Meeting.

Each member of the Forum will be eligible to have one vote in the Annual General Meeting (one vote per member). Only members attending the Annual General Meeting shall be eligible to vote

8.2 The Business of the Annual General Meeting

Receiving a report from the Chairperson of the group's activities over the year.

Receiving a report and presentation of the last financial year's audited accounts from the Treasurer.

Electing a new Steering Group, to take office at the next Steering Group meeting.

Considering any other matter as may be appropriate at such a meeting.

The quorum for the Annual General Meeting shall be at least fifteen (15) persons.

8.3 Concurrency

The Annual General meeting may coincide with a General Public Meeting.

9 Alteration of the Constitution

Proposals for amendments to this constitution or dissolution (see Clause 10) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a Steering Group meeting to discuss such proposals, giving at least four weeks (28 days) clear notice. If the Steering Group approves each proposed change by a simple majority vote that proposed change shall be submitted to an extraordinary General Meeting or the next Annual General Meeting. Members must be notified by email or letter (as appropriate), Forum Facebook page and Website at least 4 weeks in advance of the meeting and provided with details of the proposed change.

Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

10 Dissolution

The Forum shall be dissolved if it is declared bankrupt.

The Forum shall be dissolved, or merged with another similar organisation, if the individual membership falls to less than fifteen (15) members present and voting at any general meeting. Any assets shall be transferred to the organisation with which it merges or to such charities as agreed by the Steering Group, if dissolved. If the Forum is wound up, the members of the Forum and its Steering Group have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

11. Adoption of the Constitution

This constitution was adopted by the members present at the Annual General Meeting held on 3rd November 2016.