



Caerphilly 50+ Forum

CONSTITUTION

1 **Name**

The name of the group is “Caerphilly 50+ Forum. “

The Forum website and Facebook page are bannered as “Caerphilly Over 50”.

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 concerns. The Forum will aim to contribute to an improvement in the quality of the lives of Caerphilly County Borough residents and, particularly, 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.

The Forum will support Cymru Older People's Alliance (COPA) and the Commissioner for Older People in Wales (COP), particularly with the development of Age and Dementia Friendly Communities (as defined by the COP) across the borough. It will also communicate with the local Council and with the Welsh Government (usually through COPA with the latter). The Forum will not express any party-political opinions.

3 **Processes**

The Aims will be fulfilled by identifying any area where the Forum can influence the improvement of the well-being of those residents of Caerphilly County Borough that are over 50 years old.

This will be achieved by:

- seeking the views, ideas, opinions and even complaints of residents.
- publicising the existence, rôle and achievements of the Forum.

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 but will not provide advice.
- Liaise with Council officers and elected members, and statutory bodies, as appropriate, to promote the aims of the Forum.

The Forum will endeavour to influence policy and practice concerning current and future older people at a local, regional and national level.

4 **Membership**



All residents of the Borough who are over 50 are entitled to be *represented* by the Forum.

Membership of Caerphilly County Borough 50+ Forum is open to anyone who is resident in or employed in the County Borough of Caerphilly and is fifty years of age, or older, or proactively committed to improving the lives and services for the 50+ residents in Caerphilly County Borough.

By registering for Membership, a resident makes it possible for the Forum to contact them directly to provide information or seek their opinion.

Representation on behalf of residents by the Forum is NOT limited to those that have registered for membership.

The Forum will keep a register of members in accordance with the provisions of the Data Protection Act 1988.

Where data is provided, the register will contain name and address; email address and phone number.

Members may request removal of their details from the register at any time. 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 The Steering Group

The Forum will be administered by a Steering Group (SG). All executive powers of the Forum are exercised through the SG voting members. Normally the SG will be limited to no more than 15 voting members, elected at the Annual General Meeting (AGM). Where nominations received by the Forum and deemed by the current SG to be appropriate exceed 15, criteria to be considered for nomination should include:

Location; preference for nominees from wards that have no representation.
Commitment; preference for nominees that are prepared to commit to helping with Forum programmes/projects.

Applications may be made between Annual General Meetings to join the Committee. Such applicants are welcome to join but, initially, would not be voting members. Where the number of elected voting members is less than 15, the Committee may pass a motion to accept a new member as a voting member.

Eligibility

There are no residential or age restrictions for Steering Committee members. The Steering Group members must be proactively committed to improving the lives and services for the 50+ residents in Caerphilly County Borough.

Relevant experience



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.

A membership form is permanently available on the Forum website that includes an invitation to get involved with the Forum. Prior to the AGM, the possibility of joining the SG will be advertised using whatever means the Forum judges can be met appropriately from the Forum resources and finances.

5.2 Officers

The officers of the Forum shall be elected at the first meeting of the SG after the AGM. Officers are expected to commit to serving until the next AGM, although it is understood that extenuating circumstances may arise that result in early resignation.

The Chairperson and Vice-chairperson must be elected from SG voting members. The willingness of these officers to be nominated as voting members for COPA should be considered as part of the selection criteria.

The only criteria for filling other posts are that the SG are convinced that they are committed and have appropriate skills.

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 Quorum

At least one third (rounded up) of SG voting members, including at least one (1) of the elected officers, must be present for a valid Steering Group meeting to take place. In the absence of the Chair or Vice chair, the voting members present would elect the Chair for the meeting.

5.4 Meetings

The Steering Group shall meet at least four times a year. Should it fail to do so, then a meeting shall be called for the SG to discuss the way forward. The SG may make reasonable rules to help run the Forum as long as they do not conflict with this constitution or the law.



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.

5.6 Steering Group Minutes

All meetings must be minuted.

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 Forum, 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. Such expenditure must be approved by voting members. If necessary, approval may be obtained by email. Any bank accounts opened for the group shall be in the name of the group. Any cheque issued shall be signed by *any two* nominated signatories. The treasurer shall be a nominated signatory.

6.2 Budget

The SG 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.

Accounts will be presented annually to the AGM and verified.

7 **Publicising the existence, rôle and achievements of the Forum.**

The Forum will employ a number of means to keep and advance the profile of the organisation to maximise the number of residents that are aware of its existence, rôle and achievement. This may include entertainment events, digital communications (for example, website, social media, and emails) and written material (newsletter, letter, leaflets). The precise means utilised will depend on available resources and finances which must be managed judiciously by SG voting members.

The SG may hold general public meetings to consider the regeneration and development of any topic according to the group's aims. They may invite any



speakers deemed appropriate to such meetings. The SG must approve any expenditure involved (see also 6.2).

8 Annual General Meeting

8.1 Frequency and Notice

The Forum will hold an AGM at not more than 15-month intervals.

Notice of the AGM will be disseminated as widely as possible, using a range of media. The SG voting members will consider the financial implications when deciding the media to use. Communications will be available to the public no less than 14 days prior to the meeting. Any proposed changes to the constitution must be communicated at this time or earlier.

The number of places available at the meeting will be limited. Those wishing to attend, including those standing for (re-)election, must apply for an allocation.

8.2 The Business of the AGM

Chairperson's report of the year's activities

Treasurer's report of the annual financial statement

Proposals to amend the constitution.

(Re-)election of SG voting members

COPA update

Other business, as appropriate, approved by the SG voting members.

8.3 Quorum

The AGM will be quorate if attended by 5 persons, of whom at least 3 are current voting members.

If a quorum is not achieved, the meeting will be suspended. The Chairperson will consult the SG voting members and will reconvene the AGM at an agreed time, allowing adequate notice for the revised date to be widely communicated.

9 Dissolution

If the number of voting members falls to 7 (seven) or less the remaining members will seek to recruit further volunteers to join the Forum using appropriate means to advertise (see para 7.). If additional volunteers become available, the Forum will convene an AGM for the purpose of formally electing new voting members.

Ultimately, if there is too little interest in generating new volunteers the remaining voting members may decide to dissolve the Forum. Any remaining assets will be disposed of by donating to a charitable organisation, where possible.