

Calderdale Calderdale Forum 50+

CONSTITUTION with amendments (JULY 2014)

1. Name

The name of the organisation shall be **Calderdale Forum 50+**

2. Objects

Calderdale Forum 50+ aims to represent and promote the collective voice of people over the age of 50 in Calderdale by a process of :-

- Communication
- Campaigning
- Influencing
- Encouraging and Empowering

- 2.1 Representation:** to provide a collective, non-political voice for people in Calderdale through representation, consultation and regular gathering of information on needs, opinions and issues.
- 2.2 Working in Partnership :** to provide opportunities to influence statutory, voluntary and community and private sector organisations.
- 2.3 Information:** to provide and link sources of information and advice for people aged 50 and over in Calderdale.
- 2.4 Communication:** to provide opportunities for collaboration and working with local groups.
- 2.5** The Forum shall be an organisation run by and for the benefit of people aged 50+ and over in Calderdale.

3. Membership

a) Eligibility

- 3.1** Membership of Calderdale Forum 50+ shall be open to anyone over the age of 50 and those who represent anyone who fulfils this age criteria, who has an interest in furthering the purpose of Calderdale Forum 50+ and who lives and/or works in Calderdale.
- 3.2** By applying for membership, he or she will have indicated his/her agreement and acceptance of the duty as a member
- 3.3** Membership can be on an individual basis, a corporate body or group, or as the chosen representative of a particular group or organisation (which is not necessarily a charity or CIO)

17 January 2011

19 November 2013 Amended AGM 2013

25 July 2014 Amended AGM Nov 2014

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b) Admission

- 3.4 Membership of the Forum for both individuals and groups will be set by the Management Committee according to the Terms and Conditions of Membership, this will be by the completion and signing of the appropriate pro-forma
- 3.5 An application may be refused if the management committee believe that it is the best interests of Calderdale Forum 50+ and must give the applicant the reason for so doing

c) Termination

- 3.6 The member dies, or in the case of an organisation it ceases to exist
- 3.7 The member sends notice of resignation to the Management Committee
- 3.8 The management Committee decide that it is in the best interests of Calderdale Forum 50+ that the membership be terminated

d) Voting

- 3.6 In terms of voting, there will be one vote per member, including representatives of groups. Voting at forum meeting will be by a simple show of hands. In the event of a tie, the Chair shall have a casting vote.

4. Officers and Committee

- 4.1 Calderdale Forum 50+ shall elect a Management Committee at its first General Meeting and re-elect a Management Committee at its Annual General Meetings.
- 4.2 The Management Committee shall consist of a maximum of 12 members, including the officers: Chair, Vice Chair, Treasurer, and Secretary.
- 4.3 Nominations for the Management Committee should be received in writing 14 days before each AGM; if there are insufficient nominations before the AGM, nominations may be taken from the floor of the meeting.

5. Terms of Office

- 5.1 The Management Committee shall consist of not less than 5 members, including Officers.
- 5.2 Co-opted Members may be appointed by the Management Committee to fill a vacancy, and may be ratified at the next AGM.

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- 5.3 Members of the Management Committee must be Forum Members.
- 5.4 The Management Committee can request additional persons to attend meetings on an ad hoc basis, at the discretion of the Chair.
- 5.5 Officers shall not hold office for more than three consecutive years, except with the approval of the Annual General meeting, by a simple majority vote.
- 5.6 A Management Member will cease to hold office if they are absent from all meetings within a 6-month period and the Management Committee resolves to remove them, depending on circumstances.
- 5.7 On an annual basis there will be a review of the constitution, any policies and the composition of the Management Committee. This will be reported at the Forum AGM

6. Frequency of Meetings and Administration

- 6.1 The Management Committee will arrange an Annual General Meeting. Proxy voting will be available for these meetings.
- 6.2 The Management Committee members will decide on the frequency of its meetings, but this will not be less than every 2 months.
- 6.3 Agendas and supporting papers will be circulated to all Management Committee members at least five working days in advance of the meeting.
- 6.4 The Management Committee may appoint and direct sub-committees, or working or action groups from time to time.
- 6.5 Management Committee meetings will be open in style and content and thus accessible to any member.
- 6.6 The Management Committee may appoint a member to attend external meetings or events on their behalf.
- 6.7 Management Committee Members must declare an interest if they are likely to gain a personal benefit, that others would not otherwise receive.

7. Public Meeting for 50+ People

- 7.1 The Management Committee may organise and hold as many public meetings or forums as agreed by the Committee. At least 2 Members of the Management Committee must attend.
- 7.2 A minimum of three Forum meetings will be held each year to include the AGM.

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8. Special Meetings may be called either:

- 8.1** by a majority of the Management Committee
- 8.2** by the Chair, giving 14 days written notice to Members
- 8.3** at the written request of not fewer than four Members, delivered to the Chair or Secretary and followed by not less than 14 days written notice to Members.

9. Finance

- 9.1** All funds shall be kept in a bank account in the name of Calderdale Forum 50+. Withdrawals shall require two designated signatures. All money held shall be used only to further the aims and administration of Calderdale Forum 50+.
- 9.2** The Treasurer shall keep proper books of account and report on the financial state of Calderdale Forum 50+ at each Management meeting.
- 9.3** The Treasurer shall prepare the appropriate accounts for each financial year which shall be subject to an annual independent examination and will be presented at the Annual General Meeting in each accounting year ending 31 March.
- 9.4** The accounts shall be open to inspection by any member of the Management Committee at any reasonable time on giving prior notice to the Treasurer.

10. Alteration to the Constitution

- 10.1** Any proposal to alter this Constitution must be made in writing to the Committee, who will bring the proposal to the next Management Meeting, and that Management Meeting shall decide how the proposal will be dealt with.
- 10.2** If the Management Committee decides that the proposal should be put to members for a decision, a special meeting shall be called for that purpose.
- 10.3** Notice of the special meeting shall be given in writing, not less than 14 days before the meeting and with full details of the proposal.

11. Dissolution

- 11.1** Calderdale Forum 50+ may be dissolved by resolution at a special meeting, not less than 28 days from the date of a notice that states clearly the purpose of the meeting.
- 11.2** A resolution dissolving Calderdale Forum 50+ shall be passed by a simple majority of voting members and voting in a secret ballot, and can be by proxy or postal vote.

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- 11.3** At the dissolution meeting, the assets of Calderdale Forum 50+ remaining after discharging all debts due at that date, shall be distributed as decided by the Management Committee. Assets and any remaining funds shall be offered only to registered charities or community organisations with similar Aims and Objects to Calderdale Forum 50+.
- 11.4** No assets shall be transferred to any member or group of members of Calderdale Forum 50+.

Signed

Position

Date