

# **Rotherham Older People's Forum**

## **CONSTITUTION**

**Clause A: Name**                      **Rotherham Older People's Forum**

**Clause B: Areas of Benefit**        Rotherham Borough Wide

### **Clause C: Aims & Objectives**

The aim of Rotherham Older People's Forum shall be:

To be a voice of older people (aged 50 years and over) in Rotherham

Objectives:

1. To advocate and be a channel for listening to and representing older people.
2. To influence service providers in statutory, voluntary and private sectors.
3. To work with partners to bring about improved outcomes for Rotherham's older people.
4. To monitor the needs of older people and communicate these needs through working together.
5. To encourage older people to be fully engaged in developing and implementing local policy.
6. The organisation is non-party affiliated, has no discrimination and is working for the better good of all older people.

### **Clause D: Powers**

The Forum will have powers to:

1. co-operate with other voluntary, statutory or charitable bodies, operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
2. organise and hold any events that enable the achievement of the objects
3. employ staff (who shall not be members of the Management committee) as necessary;
4. hold and lease property of any kind;
5. acquire property of any kind;
6. To support the development of training programmes within the group and delivering self-development programmes;
7. To develop support mechanisms for volunteers and members;

8. To open a bank account and access or secure any resources and funding which enable the group to develop their activity;
9. To do all such lawful things as are necessary for the achievement of the objectives

## **Clause E: Terms of Membership**

**1. There will be two types of membership of the Forum.** These will be:

- i. Group or Organisational Membership
- ii. Individual Membership

**2. Organisational Membership** shall be open to any Voluntary/Community Sector older people's corporate bodies or unincorporated associations operating within the boundaries of the Rotherham Metropolitan Borough that are interested in furthering the needs of Older People.

- i. Member Organisations will be invited to put forward one person to vote on their behalf. They may also appoint a substitute to replace the appointed representative at any meeting if the appointed representative is unable to attend.
- ii. Each organisation shall notify the name of the representative and of any substitute appointed in writing to the Secretary. If the Representative or substitute resigns from, or otherwise leaves the organisation, he or she shall forthwith cease to be a representative of that Organisation.

**3. Individual Membership** shall be open to any resident of Rotherham Metropolitan Borough who is over the age of 50 years without regards to disability, political or religious affiliation, race, sex or sexual orientation who is:

- i. Interested in helping the Forum to achieve its aims and
- ii. Willing to abide by the constitution of the Group

4. All members are required to declare any potential conflict of interest. Failure to do so may result in members being asked to withdraw from the Forum.

5. Members may, on occasion, be privy to confidential information and will be requested to observe this confidentiality and not divulge this information to anyone outside the Forum.

## **Clause F: Management Committee**

1. The Committee is the body responsible for the management of the Forum and shall only consist of individual members of the Forum and nominated representatives of member Groups/Organisations. It will meet as required but not less than twice in each year. The Quorum for Committee meetings shall be 1/3 of the Committee, or should be a minimum of three members, of which at least 2 should be Honorary Officers.
2. The Committee shall consist of no less than 5 and no more than 15 members.
3. Up to three people may be co-opted by the Committee in order to reflect range and diversity of experience.
4. When representing the Committee in any capacity, a member does so on behalf of the Forum and not their own group, organisation, or personal interests.
5. A member of the Committee must give the Chairperson a written note of their intention to resign.
6. If anyone resigns from the Committee during the year, the Committee has the power to fill that vacancy by Co-option. A Co-opted member has the same voting powers and will hold office for the same period as the Committee member replaced.
7. The Committee will usually meet on a monthly basis. Members who are absent for more than three consecutive meetings will be asked to forfeit their place on the committee (but not the Forum), unless there are exceptional circumstances.
8. The Committee may appoint Sub-Committees to carry out specific tasks but the Sub-Committee must always report to the Committee and Forum as soon as possible.
9. The Committee will keep minutes of its meetings and proceedings and keep safe all records relating to the Organisation.
10. The Committee shall be empowered to conduct the general administration of the organisation, whilst the responsibilities of honorary officers shall be as under:

**i. The Chairperson.** The Chairperson shall represent the group on all formal occasions and shall be the chair at all business meetings of the committee. The Chairperson shall have a casting vote. The chairperson's decisions concerning the conduct of the meeting and their interpretations of the constitutional issues shall be final.

**ii. Vice Chairperson** - In the absence of the chairperson, a vice chair of the meeting shall have the rights and responsibilities of the chair. In cases of prolonged absence of the chair, the management committee may elect the

vice chair to be acting chair, when they will have the same authority as the chairperson.

**iii. Secretary** -The Secretary shall be the officer responsible for conducting the affairs of the committee and shall convene (in consultation with the Chairperson or two members of the committee) any committee meetings as deemed fit. The secretary is responsible for maintaining records and minutes of meetings, and have custody of these records, unless a task is specially delegated to another by the Management Committee. On relinquishing the office and whenever required by the Management Committee, the secretary will hand over all property and records to any person nominated by the Management Committee.

**iv. Treasurer** -The Treasurer shall be generally responsible to the Management Committee and the members of the Forum for the accounts of the Forum. They will not spend any funds of the Forum for purposes other than those in accordance with the objects of the Forum. The treasurer shall be responsible for keeping an up-to-date inventory of all the assets of the Forum, and such inventory shall be available for inspection upon request by any member of the Forum. The treasurer shall also report at each general meeting on the state of the Forum finance's including income and expenditure.

### **Clause G: Termination of Membership**

Subject to first being given a right to be heard, a member may be asked to resign by the Management Committee when their activities and/or conduct prove harmful to the interests of the Forum. Such matters shall be brought to the notice of members at the next General Meeting or at the earliest opportunity. The individual will have the opportunity to appeal in writing to the chairperson.

## **Clause H: Annual General Meeting and Extraordinary General Meetings**

- 1. An Annual General Meeting (AGM)** shall be held in each calendar year.
2. Every AGM shall be called by the Management Committee. Members shall be notified by letter/by telephone/or by e-mail at least 21 days before the date of the AGM. All the members of the Forum shall be entitled to attend and vote at the meeting. Any items for inclusion in the agenda must be notified to the Secretary at least 14 days before the date of the AGM.
3. At the AGM, the persons present shall appoint officers and committee members. If there is no current chairperson, or the chairperson is not present, the meeting shall appoint a chairperson for the meeting.
4. The Treasurer shall present to each AGM the report and accounts of the Forum for the preceding year.
5. Nominations for election to the Management Committee and the officer roles must be made by members of the Forum in writing and must be in the hands of the secretary of the Management Committee at least 14 days before the AGM.
6. Any alterations to the Constitution will be at the agreement of an annual or extraordinary general meeting. The changes must be approved by not less than two thirds of the voting members present.

### **7. Extraordinary General Meeting (EGM)**

- i. Should the need arise to amend the constitution as a matter of urgency, or deal with other issues requiring the assent of the general membership, the management committee may call an Extraordinary General Meeting.
- ii. Members shall be notified by letter/by telephone/or by e-mail at least 14 days before the date of a special general meeting, together with the agenda, and the reason for calling the meeting.
- iii. A minimum of 3 members may call for and S/EGM which will be organised through the committed

## **Clause I: Finance**

1. All funds belonging to or raised by the Forum must be paid directly into an account operated by, and in the name of, the Forum at a bank or building society.
2. All cheques drawn on the account must be signed by approved member(s) of the Committee according to the mandate of the bank or building society.
3. No Committee member may receive any payment of money or other material benefit (whether direct or indirect) from the account except:

i.Reimbursement of reasonable (receipted) out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Forum.

**Clause J: Dissolution**

1. A proposal to dissolve the Forum may be submitted to the Secretary provided the resolution is supported by the signatures of at least 5 or a third of the membership (whichever is greater). In the event of the Forum being dissolved any surplus funds shall be donated to a voluntary/community charity, having the same or similar aims and objectives as those of the Forum
2. Dissolution must be advertised at least 10 days before the meeting
3. There should be an extraordinary special general meeting for dissolution

Signed ..... Date .....(Duly Amended at AGM/EGM)  
(Chair)