

TELFORD & WREKIN SENIOR CITIZENS FORUM

CONSTITUTION

1. THE NAME

The name of the organisation shall be the Telford and Wrekin Senior Citizens Forum.

The organisation, hereinafter referred to as “The Organisation” or “The Forum”, shall be democratic, non profit-making and non sectarian, and will not be affiliated to or connected with any political party or political organisation.

2. AIMS AND OBJECTIVES

The primary aim of the organisation shall be to benefit all older residents of Telford and Wrekin and in furtherance of this, but not otherwise, to provide advocacy services, representation to statutory and other bodies and information services and foster the alleviation of isolation and generally do any other things for the attainment of the organisation’s objectives.

The specific aims and objectives shall be to:-

- a) promote the welfare, interests and well being of all older people within the Telford and Wrekin area irrespective of status.
- b) act as an information source for older people and older people’s organisations within the area.
- c) provide a platform where matters of concern to older people can be raised and addressed.
- d) act as an umbrella organisation, where necessary, making appropriate representations to public bodies and other organisations.
- e) promote policies as they affect older people and generally put forward a positive view to counteract stereotyping.

3. MEMBERSHIP

- a) Full membership shall be open to all people aged 55 and over, resident in the Telford & Wrekin area.

- b) Membership shall also be open to other individuals with an active interest in the aims and objectives of the organisation.
- c) Associate membership shall be open to any individual organisation or group sharing the aims and objectives of the organisation
- d) Associate Members will be able to receive all regular mailing and attend all General Meetings, but will not have the ability to vote at General Meetings.
- e) The Management Committee shall have the power to suspend or cancel the membership of any individual or organisation where it considers that membership is detrimental to the interests or effective functioning of the organisation.

4. GOVERNANCE

- a) The overall governance of the organisation shall be vested in the organisation's General Meetings with day-to-day responsibilities delegated to the Management Committee who shall act in accordance with the decisions of the organisations' General Meetings.

5. GENERAL MEETINGS

- a) There shall be a minimum of two general meetings each calendar year one of which shall be the Annual General Meeting.
- b) The Hon. Secretary shall send notice of all general meetings to all members and associate members setting out the business to be transacted. In the case of the Annual General Meeting this shall be no fewer than 21 days prior to the meeting, and in the case of other General Meetings no fewer than 14 days prior to the meeting. Non-receipt of such notice by any member or associate member shall not be deemed to invalidate such meeting.
- c) The business of the Annual General Meeting shall include the election of the Management Committee for the period until the next Annual General Meeting; presentation for approval of an Annual Report from the Management Committee; presentation for approval of the audited Annual Accounts, appointment of auditors for the forthcoming Financial Year, and approval of the arrangements for the next Annual General Meeting.
- d) A General Meeting of the organisation may be called at any time subject to b) by the organisation's Chairman, Management Committee or by written request to the Hon Secretary signed by no fewer than 20 members.

- e) Voting at General Meetings shall be by a simple majority of those full members present and voting and where appropriate those votes cast by full members, in the event of an equal vote, the chairman of the meeting shall have a second and casting vote.
- f) Minutes of all proceedings shall be recorded and circulated by the Hon Secretary, with the agenda papers, to all members before the next Annual General Meeting. These minutes shall be considered for approval at that meeting.

6. MANAGEMENT COMMITTEE

- a) The day-to-day business shall be delegated to a Management Committee comprising no more than 19 members, such members to be elected at an Annual General meeting, or other General Meeting save for casual vacancies (see below).
- b) At the first meeting of the Management Committee following an Annual General Meeting the committee shall elect a Chairman, Vice Chairman, Treasurer, Assistant Treasurer and Hon Secretary.
- c) The Management Committee shall meet no fewer than three times in each calendar year.
- d) The Hon Secretary shall send notice of management Committee meetings no later than seven days prior to the meeting. Such notice shall include notice of the business to be transacted. Non-receipt of such notice shall not render a meeting invalid.
- e) The Management Committee shall have the power to fill any casual vacancies in the committee until the next General Meeting.
- f) The Management Committee shall have the power to co-opt any individual or organisation to the committee in a non-voting capacity.
- g) The quorum of the Management Committee shall be one third of the members; no business shall be transacted in the absence of such a quorum.
- h) Decisions shall be taken by a simple majority of those present and voting, in the case of an equal vote, the chairman shall have a second and therefore casting vote.
- i) The chairman shall chair all Management Committee meetings, in the absence of the chairman the vice chairman shall chair the meeting, in the absence of both the chairman and the vice chairman the members of the committee shall elect one of their members to chair the meeting.
- j) Minutes of all proceedings shall be recorded and circulated by the Hon Secretary with the agenda papers for the next Committee

meeting. These minutes shall be considered for approval at that subsequent meeting.

- k) The Management Committee shall consider the position of any member who does not attend a meeting of the Committee for a period of six months. If the Committee feels such absence is not reasonable it shall have the power to declare the position vacant and proceed along the lines set out in e).

7. FINANCE

- a) The organisation shall have the power to raise money through donation, grant or other appropriate means. Any money received must be applied in line with the Aims and Objectives as set out in the Constitution.
- b) A bank account will be opened and operated on behalf of the organisation by the Treasurer or Assistant Treasurer. All cheques drawn on the account must be signed by the Treasurer or Assistant Treasurer together with one other signatory drawn from the Chairman, Vice Chairman or Hon Secretary.
- c) A financial statement shall be presented to each meeting of the Management Committee and to all General Meetings.
- d) The Management Committee shall comply with requirements of the Charities Act 1993 with regard to the keeping of accounts; the preparation of annual statements, the auditing of the accounts; the submission of the statement of accounts to the Charity Commission as required.

7. ALTERATIONS TO THE CONSTITUTION

- a) Subject to the following provisions of this clause, the constitution may be altered by a resolution passed by no less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- b) Following formal registration of the organisation with the Charity Commissioners, no amendment may be made to Clauses 2 or 8 without prior consent in writing of the Commissioners.

8. DISSOLUTION

- a) If the Management Committee decides that it is necessary or advisable to dissolve the Forum it shall call a meeting of all members giving no less than 28 days notice of the meeting. This

notice shall state the terms of the proposed resolution to close the Forum. If the proposal is confirmed by at least two thirds of those members attending and voting, the Management Committee shall have the power to realise any assets held by or on behalf of the Forum. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to any other charitable organisation or organisations having aims and objectives similar to those of the Forum, or failing that shall be applied for some other appropriate charitable purpose. A copy of the statement of accounts, or accounts and a statement for the final accounting period of the Forum shall be sent to the Charity Commission together with a copy of the minutes of the meeting, which agreed the dissolution.

Amendments following AGM 8/10/07

8th October 2007