

# Eastbourne Seniors Forum Constitution

## **1. Interpretations**

Throughout this document the following interpretations apply:

- a) The Forum means the Eastbourne Seniors Forum
- b) The Committee means the Management Committee as defined in this constitution.
- c) Seniors shall be people over fifty years of age

## **2. Name**

The name of the organisation shall be Eastbourne Seniors Forum (ESF).

## **3. Objectives**

- a) Promote the welfare and interests of older people within the Eastbourne area of East Sussex without distinction of gender, ethnic background, age, disability, sexuality, religion and cultural and political beliefs.
- b) Work in partnership and to liaise with organisations associated or working with seniors in the Eastbourne area and to provide a platform where matters of concern to seniors can be raised and actioned.
- c) Represent Forum members where necessary, when making representations to local, and statutory authorities.
- d) To be democratic, non profit making, non sectarian, non political and non affiliated to any political party or political organisation.
- e) To liaise with but not to be controlled by any Statutory Agency.
- f) To communicate and co-operate with similar Forums for older people throughout the United Kingdom at County, National and International level.

## **4. Powers**

- a) The Forum shall have the power to raise funds, to receive grants and contributions.
- b) The Forum shall have the power to do all such other lawful things as necessary for the achievement of the objectives.
- c) The affairs of the Forum shall be transacted by a Committee that shall consist of the Officers with the provision that all matters of finance and other matters of particular individual interest may be at the discretion of the Committee be submitted to the Forum for action.

## **5. Membership**

- a) Membership shall be open to all seniors resident or working in Eastbourne and the surrounding area.
- b) At the discretion of the Committee, membership is open to any local organisation(s) dealing with and/or having empathy with the concerns of older people but such organisation(s) shall not have voting rights.
- c) Membership shall be free.

## **6. The Committee**

- a) The Management of the Forum affairs is vested in a committee comprising the following:
  - 1) The Chairman
  - 2) Vice Chairman
  - 3) Honorary Secretary
  - 4) Honorary Treasurer
  - 5) Other Committee members who do not hold an officer post.
- b) There shall be no less than seven and no more than fifteen committee members including officers.
- c) Representatives from other bodies can be invited to attend meetings

## **7. The Election of Officers and the Committee**

- a) Officers and committee members shall be elected for a 3 year period at the Annual General Meeting (AGM) by ballot.
- b) Nomination Papers shall be sent to members not less than 28 days prior to the AGM
- c) Completed nomination papers shall be returned to the Secretary not less than 7 days prior to the AGM.
- d) Nominees may not propose or second themselves.
- e) Those nominated should submit a short CV to be made available at the AGM.

## **8. Committee Powers**

- a) The Committee may co-opt Forum members with special interests onto the committee to serve until the next AGM.
- b) The Committee may also co-opt a Forum member to fill any vacancies that may arise during the year.
- c) The Committee shall be able to appoint, from within the Forum membership, such posts (e.g. Press

- Officer) as it shall be deemed appropriate.
- d) The Committee shall have the power to appoint such sub committees as it deems appropriate and nominate the Secretary of these sub-committee.
  - e) The Committee shall have the power to terminate the membership of any member, from the Committee. No Member may be expelled without first having the opportunity to appear before the Committee and answer the complaint, or in their absence unless at least two thirds of the Committee then present shall vote for the expulsion. The Member should then be informed in writing within 14 days.
  - f) A quorum for a Committee Meeting shall be five of which two must be officers and two ordinary members.

## **9. Meetings**

- a) There will be a number of open meetings a year, including the AGM, at which the Chairman will present an Annual Report of the activities of the Forum.
- b) No less than twenty eight days written notice shall be given to all members of the time, date, and venue and agenda for the Annual General Meeting
- c) Extraordinary General Meetings (EGM) may be convened at any time at the discretion of the Committee or at the request of 10% of the membership. No less than twenty eight days notice must be given of the date, time, venue and reasons for calling the EGM
- d) Minutes will be taken at each meeting and retained by the Secretary.
- e) At each meeting a quorum shall be twenty five Forum members and include at least 4 Committee Members.
- f) The Annual General Meeting shall be held within 12 weeks of the end of the financial year which will run from April to March.
- g) All members of the Forum are entitled to vote at an AGM and an EGM.
- h) All elected and co-opted members of the Committee shall be entitled to vote at Committee meetings.
- i) In the event of a tied vote the Chairman of the meeting shall have a second or casting vote.

## **10. Finance**

- a) All funds received by the Forum shall be paid immediately into a bank or building society account in the name of Eastbourne Seniors Forum.
- b) Up to four officer of the Forum shall be authorised to sign on behalf of the Forum the signature of any two being required.
- c) Funds received by the Forum shall only be used to meet the cost of agreed projects, activities and general running costs and expenses.
- d) Committee members shall only be entitled to receive legitimate expenses (supported by a receipt) incurred as a direct result of their involvement in activities associated with the work of the Forum.
- e) At the end of each financial year the accounts shall be prepared and audited and presented to the Annual General Meeting of the Forum.
- f) The Treasurer shall submit a statement of the financial position of the Forum at each Committee Meeting and the accounts shall be made available for inspection at the request of any Committee Member.

## **11. Amendment to the Constitution**

- a) The Constitution may be amended by a resolution passed by two thirds majority of members present at any Annual General Meeting or Extraordinary General Meeting.
- b) Notice of Resolutions to amend the Constitution shall be given in writing no less than twenty eight days before an AGM or EGM.

## **12. Dissolution**

The voluntary 'winding up' of the Forum shall require that notice is given to all members of the intention to hold an EGM at which approval will be sought for the Forum to be voluntarily Wound Up. After settling or making provision for all debts and liabilities of the forum, the Committee shall agree the transfer of any remaining assets to one or more voluntary groups or charities having objectives similar to the Forum, unless funders require any balances of their grants to be returned to them.

Proposed by.....

Seconded by.....

Passed by meeting.....

Signed by Chairman.....

Date.....