

ANDOVER AND DISTRICT OLDER PEOPLE'S FORUM

CONSTITUTION

The name of the Group is ANDOVER AND DISTRICT OLDER PEOPLE'S FORUM

1 AIMS:

The aims of the Group are:

- 1) To promote the interests of older people in the Northern Test Valley (see item 4 'Catchment Area').
- 2) Consult with older people in order to ascertain areas of concern and unmet needs affecting older people and initiate action as required.
- 3) Consult and liaise with statutory authorities, charities and other agencies on issues of concern to older people.
- 4) Provide through meetings, events and specific projects, local and national information to older people in Northern Test Valley on issues of importance to them and their ability to remain living independently in their own homes

2 POWERS:

In the furtherance of the organisation's aims, but not otherwise, the Committee may exercise the followings powers:

- 1) Co-operate with other agencies, voluntary bodies and statutory authorities in the furtherance of the Forum's aims and to exchange information and advice with them.
- 2) Appoint and constitute such advisory sub-committees as the Committee may think fit.
- 3) Promote, or assist in promoting, relevant research, surveys, enquiries and investigations and to publish the results thereof.
- 4) Appoint trainers and other such persons as are required for the discharge of the organisation's functions.
- 5) Recruit, select, train and supervise groups of volunteers who will help support the aims of the organisation.
- 6) Do all such other lawful things as are necessary for the achievement of the Forum's aims.

3 MEMBERSHIP:

Membership of this group shall be open to:

- Individuals of 50 years of age and over who live in Northern Test Valley
- Individuals of 50 years of age and over who are interested in furthering the work of the organisation
- Any voluntary organisation, group or corporate body within the catchment area which is interested in furthering the work of the Forum.
- Membership fees will be determined from time to time as necessary.
- Every member shall have one vote.

4 CATCHMENT AREA:

The catchment area for this Older People's Forum will include the town of Andover and surrounding Test Valley parishes. Individuals living in parishes geographically located in mid-Test Valley will be able to choose which Older People's Forum they feel most appropriate for them to attend (Test Valley North in Andover, or STOIC in Romsey).

5 MEETINGS:

The Forum shall hold at least 4 public meetings a year.

6 COMMITTEE:

- 1) The Committee shall consist of no more than 14 elected members, ideally 7 males and 7 females (see Appendix 1).
- 2) The Committee shall be elected at the Annual General Meeting (AGM) by members of the Forum.
- 3) All Honorary Officers are elected for a period of one year and shall not normally hold the same office for longer than 3 years in succession.
- 4) The Committee will have the power to co-opt up to 3 voting members as required.
- 5) A quorum of at least 3 committee members shall be present at each committee meeting for business to be transacted.
- 6) Payments may be made to Committee members only by way of reimbursement of out-of-pocket expenses.

7 THE DUTIES OF THE COMMITTEE:

The Chairman shall have overall responsibility for the organisation, chairing all meetings and working with the Treasurer and other interested people to raise funds and seek appropriate grants and funding for the group.

The Treasurer will be responsible for keeping accounts of all income and expenditure. He/she will present a financial report to Committee meetings and present the accounts, duly examined, for approval by members at the AGM. Bank accounts shall be operated in the name of the Forum and withdrawals shall be made on the signature of any 2 nominated officers of the Forum. The Treasurer and other interested people will work with the Chairman to raise funds and seek appropriate grants and funding.

The Secretary will record and keep details of meetings held. Notices of meetings will be circulated to members by the Secretary not later than 7 days prior to the meeting being held. 21 days notice should, however, be given for the Forum's AGM.

The Membership Secretary will keep a membership list and collect membership fees as appropriate.

An examiner who is not a member of the organisation shall be elected annually to examine the accounts.

Officer's roles will be listed in Appendix 1.

8 DISSOLUTION:

After discharging all debts and liabilities of the Forum, the remaining assets will not be paid or distributed amongst members but be given to a group or groups with similar aims within the Test Valley.

Signed:

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Up Dated and agreed by membership: 31st January 2019

ANDOVER AND DISTRICT OLDER PEOPLE'S FORUM

Appendix 1

Chairman:

Vice Chairman:

Secretary:

Treasurer:

Membership Secretary:

Fundraising Officers:

Care Officer:

Media/Publicity Officer:

Information Technology and Website Officer:

Refreshments Officer:

Non-Officer Posts:

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