

Eastbourne Seniors Forum Constitution

(Formally accepted at the ESF Launch on 14th April 2008)

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. Short title (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 not affiliated to any political party or political organisation.
- e) To liaise with but not to be controlled by any Statutory Local Authority.
- 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 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 shall be open to any group or organisation working in Eastbourne and the surrounding area that is in agreement with the Forum objectives but that group or organisation shall have no voting rights.
- c) Membership shall be free.

6 The Committee

- a) The Committee shall consist of a Chairman, Vice-Chairman, Treasurer and Secretary (the Officers) and other Committee members who do not hold Officer posts.
- b) The Committee shall be made up of no less than seven and no more than twelve Forum members.
- c) Officers should not normally hold the same post for more than three consecutive years.
- d) The Committee may co-opt Forum members onto the Committee to fill any vacancies that may arise during its year of office. The Committee may also co-opt other individuals onto the Committee where appropriate. These members and individuals will be co-opted to serve on the Committee until the conclusion of the next AGM.
- e) The Committee shall have the power to remove elected and co-opted members and individuals from the Committee. This may be done either as a result of misconduct or if a member fails to attend three consecutive meetings without giving apologies provided that:
 - i. There is, in the opinion of the Committee a good reason for removing the member.
 - ii. The member is informed in writing of the proposal to refuse or to end their Committee Membership and the reason for it.

- iii. The member is given the opportunity to be heard by the Committee before a final decision is taken, notice of which shall be given to the member in writing no later than 14 days after the final decision of the Committee.

7 Meetings

- a) There will be three general open meetings a year, one to be the Annual General Meeting (AGM) when the Officers and Committee will be elected and the Chairman will present an Annual Report of the activities of the Forum. General meetings shall be held as required.
- b) No less than twenty eight days written notice shall be given to all members of the time, date, 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 at least ten members of the Forum or 10% of the membership, whichever if the greater. No less than twenty eight days notice must be given of the date, time, venue and reasons for calling the Extraordinary General Meeting.
- d) Minutes will be taken at each meeting and retained by the Secretary.
- e) At each meeting – a quorum shall consist of a minimum of three of the membership of the Forum or Committee as appropriate
- f) The Annual General Meeting shall be held within three months after the beginning of the financial year 2009 and thereafter.
- g) The Chairman shall be appointed at the Annual General Meeting and the Officers and Committee shall be appointed at the next meeting following the Annual General Meeting.

8 Voting

- a) All Forum members are entitled to vote at Annual General Meetings and Extraordinary General Meetings.
- b) All members of the Committee shall be able to vote at Committee Meetings.
- c) In the event of a tied vote, the Chairman of the meeting shall have a second or casting vote.

9 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) Four officers 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 and activities.
- 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, accounts shall be prepared 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 accounts shall be made available for inspection at the request of any Committee member.

10 Amendments to the Constitution

The Constitution may be amended by resolution passed by a two thirds majority of members present and voting at any Annual General Meeting or Extraordinary General Meeting.

- a) Notice of resolutions to amend the Constitution shall be given in writing no less than twenty eight days before the Annual General Meeting or Extraordinary General Meeting.

11 Dissolution

The voluntary Winding Up of the Forum shall require that notice is given to all members of the intention to hold an Extraordinary Meeting 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.