

# ENFIELD BOROUGH OVER 50s FORUM CONSTITUTION

## 1 NAME

The name of the organisation shall be Enfield Borough Over 50s Forum (hereafter referred to as the Forum)

## 2 OBJECTIVE

To relieve elderly persons in the London Borough of Enfield who are in need by reason of their financial circumstances, physical or mental health and by providing a framework of support for older people to help them remain independent and healthy.

## 3 ADMINISTRATION

Subject to the matters set out below the Forum and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause 6 of this constitution (“the Executive Committee”)

## 4 POWERS

In furtherance of the objective but not otherwise the Executive Committee may exercise the following powers:

- a. power to raise funds and to invite and receive contributions by any lawful method provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- b. power to buy, take on lease or in exchange any property necessary for the achievement of the objective and to maintain and equip it for use;
- c. power (subject to any consents required by law) to sell, lease or dispose of all or any part of the property of the Forum;
- d. power (subject to any consents required by law) to borrow money and to charge all or any part of the property of the Forum with repayment of the money so borrowed;
- e. power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objective;
- f. power to co-operate with other voluntary bodies and statutory authorities operating in furtherance of the objective or of similar purposes and to exchange information and advice with them;
- g. power to establish or support any charitable trusts, associations or institutions formed for the objective;
- h. power to appoint and constitute such advisory committees as the Executive Committee may think fit;
- i. power to enter into contract for the purposes of the Forum on behalf of members of the Forum.
- j. power to revise the annual subscription fee which will be due on April 1 of each year and will run until 31st March of the following year. Such a recommendation to change the annual subscription fee must be endorsed at a General or Annual General Meeting of the Forum. Couples joining the forum will pay one and a half times the fee for individual members. Affiliated clubs shall pay a fee of two and a half times the fee for individual members.

## **5 MEMBERSHIP**

- a. Membership of the Forum is open to any local non-party political group or organisation or individual (over the age of 50) supporting the objective outlined in 2 above.
- b. Full Membership of the Forum with voting rights will be granted to those individuals and organisations who paid an affiliation fee to the Forum for the current year.
- c. Every individual member shall have one vote.
- d. Every member Group (or Organisation) shall appoint an individual to represent it, with one vote on its behalf at meetings of the Forum.
- e. The Executive Committee may unanimously and for good reason terminate the membership of an individual or Group, provided that they shall have the right to be heard by the Executive Committee, accompanied by a friend, before a final decision is made.
- f. The Forum shall affiliate to the Greater London Forum for Older People and the National Pensioners Convention and any other body the Executive Committee deems will help further the aims of the Forum.

## **6 EXECUTIVE COMMITTEE**

- 6.1** The Committee shall consist of Honorary Officers namely, Secretary, Chair, two Vice Chairs, Social Secretary and Treasurer, and others representing clubs and individual members, altogether making a maximum total of 16. No Group shall have more than one of its members on the Committee in addition to Honorary Officers. A maximum of four people may be co-opted to the Executive Committee. Co-opted members of the Executive Committee will hold office until the next Annual General Meeting, but shall be eligible for co-option again.

### **6.2 Determination of membership of the Executive Committee**

- A member of the Executive Committee shall cease to hold office if
- a. He/she is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 ( or any statutory re-enactment or modification of that provision).
  - b. Is absent without the permission of the Executive Committee from all their meetings held within a period of six months, and that the Executive Committee resolve that his/her office be vacated.
  - c. Becomes incapable by reason of mental disorder, illness or injury of managing his/her own affairs.
  - d. Notifies to the Executive Committee a wish to resign (but only if at least five members of the Executive Committee will remain in office when the notice of resignation is to take effect.)
  - e. All members of the Executive Committee shall serve for a period of one year from the time of election at the Annual General Meeting, but they may be re-elected.
  - f. The Annual General Meeting of the Forum will be held not later than two months following the end of the financial year when Officers and the Executive Committee will be elected
  - g. An Honorary Auditor is to be appointed at the Annual General Meeting.

### **6.3 Executive Committee Members personal interests**

No member of the Executive Committee may receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

## **7 MEETINGS**

### **7.1 Meetings General**

- a. Only individuals and club representatives that have paid a current affiliation fee will be eligible to vote.
- b. In general all forum meetings including the AGM will take place on the last Tuesday of the month. Not less than 21 days' notice in writing shall be given of the date of the Annual General Meeting or any Special Meeting.
- c. Formal resolutions from members must be submitted in writing to the Executive Committee for consideration before inclusion on meeting agendas.

## **7.2 Executive Committee Meetings**

- a. Voting decisions shall be by a simple majority.
- b. Minutes to be taken at each meeting and retained by the Secretary.
- c. Quorum at Executive Committee Meetings shall be 5 people.
- d. Representatives of the forum shall be elected or nominated to attend meetings of organisations to which the Forum may affiliate.

## **7.3 Annual General Meetings**

The business of each Annual General Meeting shall be:

- a. To consider the Annual Report of the Executive Committee and the work of the organisation and its activities during the preceding year.
- b. To approve the Annual Financial Accounts.
- c. To elect the Forum officers, any member or club can nominate for any post. Those nominated will be invited to speak at the AGM in support of their candidature. Voting will only take place amongst those present at the AGM.
- d. To appoint an ordinary Forum Member or independent individual to approve the accounts.
- e. The quorum at Annual General Meetings shall be 30 members.

## **8 ALTERATIONS TO THE CONSTITUTION**

- a. Any proposal to alter this Constitution must be delivered in writing to the Secretary not less than 28 days before the Meeting at which it is first to be considered. An alteration will require the approval of two-thirds majority of the membership present, and voting at a General Meeting.
- b. No amendments may be made to clause 1 (the name of the Forum) clause 2 (the objective) clause 6 (Executive members not to be personally interested) clause 11 (dissolution) or this clause without the prior consent in writing of the Charity Commissioners.
- c. No amendment may be made which would have the effect of making the Forum cease to be a charity at law.
- d. The Executive Committee shall send promptly to the Commissioners a copy of any amendment made under this clause.

## **9 FINANCE**

- a. The financial year will end on 31st March.
- b. Audited accounts must be presented to the Annual General Meeting.
- c. The Forum shall have the power to obtain, collect and receive money and funds by means of contributions, deeds of covenant, legacies, grants, or any other lawful method
- d. The income of the Forum shall be applied solely to the promotion of the objectives of the Forum, as set out above.
- e. No portion shall be paid or transferred or indirectly by way of profit to any member of the Forum, unless authorised by the Executive Committee.
- f. Payments of out-of-pocket expenses may be made to any Officer or person serving the Forum at a rate agreed by the Executive Committee.
- g.
  - i) The Executive Committee shall appoint staff as they consider necessary.
  - ii) The Executive Committee shall determine the remuneration, duties and conditions of service of all staff of the Forum.
- h. The funds of the Forum, including all donations, contributions and bequests shall be paid into a bank account or accounts operated by the Executive Committee in the name of the Forum at such banks as the Executive Committee shall from time to time decide. All cheques on the account must be signed by at least two members of the Executive Committee.
- i. The Executive Committee shall comply with their obligations under the Charities Act 1993 with regard to:-
  - i) the keeping of accounts for the Forum
  - ii) the preparation of annual statements of accounts of the Forum
  - iii) the auditing or independent examination of the statements of account
  - iv) the transmission of the statement of accounts to the Charity Commission

**10 DISSOLUTION**

- a. If the Executive Committee, by a two-thirds majority, decides at any time that on the grounds of expense or otherwise, it is necessary or advisable to dissolve the Forum, it shall call a Meeting of all members of the Forum, who have the power to vote. Twenty-one days' notice in writing must be given to members of such a Meeting, stating the terms of the resolution. If the proposal is confirmed by a two thirds majority of those present and voting, the Executive Committee shall have the power to realise any assets held by or on behalf of the Forum.
- b. Such a resolution may give instructions for the disposal of any assets held by or in the name of the Forum, provided that any property remaining after the satisfaction of all debts and liabilities, such property shall not be paid or distributed among the members of the Forum, but shall be given or transferred to such bodies with similar objectives to the Forum, which exists to promote the well-being of Older People in the London Borough of Enfield, advice having been received from Age Concern England.

Revised constitution approved at the Extraordinary General Meeting 29 January 2008

Signed

Monty Meth (Chair).....

Tony Watts (Secretary).....

Date.....