

# **TONBRIDGE AND MALLING SENIORS'[TAMS'] FORUM CONSTITUTION**

## **AIMS**

- 1: To provide information on issues affecting older people.
- 2: To organise networking between older people's groups and service providers.
- 3: To monitor new services and developments and report back to the Forum and statutory agencies.
- 4: To influence policy and practice at the national and local level.

## **METHODS**

- 1: Consultation with older people in the community of their daily needs and assistance in resolution.
- 2: Developing partnerships with service providers to deliver to local people.
- 3: Providing activities, facilities and educational opportunities.
- 4: Promote public safety,[including in the home], crime prevention and health and well-being.
- 5: Promote the work of the Forum
- 6: Help promote services for older people.

## **MANAGEMENT COMMITTEE**

- 1: The Forum shall elect a Management Committee to administer its day-to-day workings. Persons must be living or working in the borough.
- 2: The Management Committee shall consist of seven elected voting members and other co-opted members as necessary. Proxy voting is not permitted.
- 3: The elected members shall appoint from their number a chairman, secretary and treasurer.
- 4: Elected members shall serve for 3 years, after which they may stand again for a further 3 years.
- 5: At each AGM the 2 longest serving members shall stand down but may present themselves for re-election, except no member may serve for more than 6 consecutive years.
- 6: Any alteration to this Constitution shall be requested by no less than 3 members, notification being given to the committee not less than 30 days before being voted on.

## **FORUM ATTENDANCE**

- 1: Any older person may attend Forum meetings.
- 2: Attendance is open to older persons supporting the aims.
- 3: Contact details will be held by the secretary and only made available to the management committee.

## **MANAGEMENT COMMITTEE MEETINGS**

- 1: A quorum of 4 voting members is required.
- 2: Any voting shall be by simple majority; the chairman will not vote unless a casting vote is required.
- 3: Voting shall be by show of hands unless a member requests a secret ballot when the chairman will determine the protocol.
- 4: In the absence of the chairman, the committee will choose one of its members to chair the meeting.
- 5: The committee shall appoint sub-committees for any matters it deems appropriate, the terms of reference being a matter for itself. Each shall produce its own minutes to be passed on to the forum secretary
- 6: The Management Committee shall undertake fund-raising on behalf of the forum.

## **GENERAL MEETINGS**

- 1: An AGM shall be held each year, not more than 15 months elapsing between each.
- 2: Notice of the meeting shall be given by the secretary at least 1 month in advance.
- 3: The business shall include the election of the management committee and the annual accounts.
- 4: An EGM shall be convened within 1 month of receipt by the secretary of any matter supported by at least 7 signatories.

- 5: At least 14 days notice shall be given of any meeting, together with the agenda, but failure of any member to receive notification shall not nullify the meeting.
- 6: A quorum shall consist of 7 members.
- 7: Any resolutions shall be by simple majority with the chairman only casting a vote if necessary.

#### **FINANCE**

- 1: An account shall be set up at a bank or building society.
- 2: Withdrawals will require any 2 authorised signatories
- 3: All monies shall be designated to the work of the forum
- 4: Accounts will be kept up to date by the treasurer, who will report to each meeting and will be subject to independent annual audit at the year end (31<sup>st</sup> October).

#### **DISSOLUTION**

- 1: In the event of dissolution thought necessary, the secretary will give such notice to members at least 21 days in advance of a Special General Meeting, when a 75% vote of members present shall ratify the proposal.
- 2: In the event of dissolution any funds will be returned to donors or transferred to similar organisations.