

CONSTITUTION

1. Purpose

- 1.1 To enhance the quality of life of all Over Fifties living in the area of Daventry District Council, regardless of gender, ethnicity, disability, religion or sexual orientation.
- 1.2 To provide information on matters affecting the Over Fifties.
- 1.3 To advise public and private sector organisations of the needs, aspirations and opinions of the Over Fifties through consultation with our membership.
- 1.4 To engage with formal consultations initiated by public bodies.
- 1.5 To campaign for appropriate action on specific issues.

2. Membership

- 2.1 Membership is open to any individual over the age of fifty (and their relatives or carers) who live in the area served by Daventry District Council.
- 2.2 Interested organisations are welcome at all meetings but may not participate in elections and other decision-making.
- 2.3 Membership is free of charge.
- 2.4 A register of members is kept by the Secretary.
- 2.5 The Management Committee may terminate the membership of any individual, whose conduct is found, following a proper hearing at which the individual may be accompanied by a friend, to be detrimental to the purpose of the Forum.

3. How it works

- 3.1 DDF is an independent body run by the Over Fifties. Support from a variety of statutory and voluntary bodies will be sought.
- 3.2 A Management Committee is elected from the membership at the Annual General Meeting (AGM).
- 3.3 The powers and duties of the Management Committee are set out in formal terms of reference that are subject to review at the AGM.
- 3.4 The Management Committee organises forum meetings through which members will have the opportunity to listen to, and question, expert speakers from relevant agencies.
- 3.5 The Management Committee produces 3 newsletters after each forum meeting per year.
- 3.6 The Management Committee aims to promote and facilitate participation by the Over Fifties throughout the District and without discrimination.

4. Management Committee Terms of Reference

- 4.1 The membership at the AGM shall elect a Chair, Vice-Chair, Secretary, Treasurer and Campaigns and Publicity Officer and not fewer than three but not more than seven other members to constitute the Management Committee. See Appendix for roles and responsibilities of office holders.
- 4.2 All officers and Management Committee members shall retire at the next AGM after they are elected but may put themselves forward for re-election.
- 4.3 A member may resign from the Management Committee at any time by giving notice to the Secretary.
- 4.4 A member will cease to hold office if she or he:
 - a. becomes incapable of managing his or her own affairs, or
 - b. is disqualified from acting as a member by statute (e.g. Section 72 of the Charities Act 1993).
- 4.5 The Management Committee shall meet at least four times a year, with at least seven days' notice.
- 4.6 A quorum shall be 4, including at least two officers.
- 4.7 If neither the Chair nor the Vice-Chair is present, those attending shall elect a Chair for the duration of the meeting.
- 4.8 The Secretary or another person specifically appointed shall keep minutes of the meetings.
- 4.9 The Management Committee may appoint such sub-committees or working groups, as it deems necessary.
- 4.10 The Secretary shall convene a special meeting on receipt of a written request by at least four Management Committee members. At least seven days' notice must be given, stating the business to be considered.
- 4.11 The Management Committee shall have the following responsibilities:
 - a. To provide the vision and leadership necessary to fulfil DDF's purpose.
 - b. To develop ideas and formulate objectives to fulfil the aims agreed by the membership.
 - c. To promote and facilitate participation by the Over Fifties throughout the area served by Daventry District Council and without discrimination.
 - d. To organise meetings of the forum and produce a newsletter after each forum meeting.
 - e. To ensure that DDF operates within the terms of its agreed constitution and in compliance with the law and the requirements of funding bodies.
 - f. To seek and receive funds from sponsors, which shall not restrict independence of thought or action and ensure that appropriate arrangements are made to control and account for the use of such funds.
 - g. To present an audited account of income and expenditure to the AGM.

5. Forum meetings and the Annual General Meeting (AGM)

- 5.1 When speaking at forum meetings, members should declare if they have a potential conflict of interest. For example, if they are a member of any named organisation that can influence or impact on the interests of the Over Fifties, or if they have a personal or prejudicial interest in the subject under discussion.
- 5.2 There shall be an AGM, which will be held on the anniversary of the inaugural meeting or as soon as possible thereafter.
- 5.3 Notice of the AGM will be sent to members at least 14 days before the meeting.
- 5.4 The Management Committee will present a report and accounts to the AGM.
- 5.5 The AGM will appoint officers and members of the Management Committee for the ensuing year.
- 5.6 The quorum for the AGM will be 12.

6. Amendments

- 6.1 This constitution may be amended at the AGM by the votes of two thirds of the members present.
- 6.2 Proposed amendments must be sent to the Secretary at least one month before the AGM so that they may be circulated to members.

7. Dissolution

- 7.1 If the Management Committee decides that DDF should be dissolved it shall call a meeting giving at least 14 days' notice to all members, stating the terms of the proposal. If the proposal is confirmed by the votes of two thirds of those present, the Management Committee shall realise any assets held by or on behalf of DDF and, after satisfying any liabilities, shall transfer any surplus funds to a charitable body having similar aims to those of DDF.

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Appendix
Management Committee
Roles & Responsibilities of Office Holders

Chairman

- Oversees and co-ordinates the forum's activity
- Sets meeting agendas
- Chairs meetings
- Forum Spokesman

Vice-Chairman

- Carries out the above when Chairman unavailable

Secretary

- Supports and liaises with the Chairman
- Organises meetings
- Sends out agendas and other supporting papers
- Takes minutes
- Keeps membership records

Treasurer

- Responsible for the forum's finances and budget submissions
- Reports financial position to each committee meeting
- Prepares an annual statement of account for the AGM
- Advises committee on issues of financial probity and procedure

Campaigns and Publicity Officer

- Generally raises profile of the forum
- Publicises events
- Submits press releases to media
- Publishes quarterly newsletter
- Seeks funding and sponsorship

The Campaigns and Publicity Officer will liaise with the Chairman when submitting press releases and the like.

All officers are expected to act on behalf of DDF in accordance with their roles and the best interests of DDF as set out in the constitution.