



## **Constitution – October 2022**

### **Name**

Horsham District Older People's Forum (HDOPF) 'The Forum'

### **Object/Aims**

The Forum aims to:

1. To act as the 'ears and eyes' of local older people living in the Horsham District (within the Horsham District Council boundaries)
2. Inform and influence matters that impact on the quality of life and the opportunities available for older people living in the Horsham District
3. Bring together older people at regular meetings throughout the year
4. Liaise with other groups and organisations, particularly Age UK, that enable older people to live happy and healthy lives in Horsham District.
5. Where appropriate to take action to address issues of local concern for older people.
6. Act as a reference group on older people's issues

### **Supporters**

Any person aged 60 or over who lives within the Horsham District or cares for someone who is, will be able to become a Supporter of the Forum when attending a public meeting or making a request either in person, by letter or electronically. Supporters can attend and vote at Forum meetings.

## **Other Attendees**

The following are welcome and may attend and participate in meetings of the Forum, but not vote unless they fulfil the requirements above

1. Elected Members representing the Horsham District, namely Parish and Neighbourhood Councillors, District Councillors, County Councillors and Members of Parliament
2. Other representatives of any of the above or other relevant organisations or groups

## **Committee**

1. The Committee will consist of no more than 12 supporters and no less than 4 which will include a Chairman and Treasurer.
2. Appointment of the Committee members, Chairman and Treasurer will be confirmed at the AGM each year. In the event that no AGM in a particular year can be held due to extenuating circumstances, the Committee will remain in post until the AGM is held.
3. The role of the Committee is to set the direction of the Forum and to comply with its Objects/Aims.
4. Four Committee members are required to form a quorum for a committee meeting. The Chairman will have a casting vote. If the Chairman is not in attendance, the committee will appoint a chairman for that meeting. All committee meetings are to be minuted.

## **Chairman**

The role of the Chairman is to:

1. safeguard the good name and values of the Forum
2. Chair and facilitate meetings
3. represent the Forum at conferences, functions, and meetings etc.
4. act as a spokesperson for the Forum as appropriate
5. make decisions as delegated by the Forum

## **Meetings**

1. The Forum will aim to hold public meetings on a quarterly basis, including an AGM, each year. Such public meetings may be held 'in person' or via electronic means or both.
2. Notice of a public meeting will be circulated electronically to supporters and to the public via the Forum website at least 2 weeks prior to the date of the meeting.
3. A minimum of 4 supporters will constitute a quorum at a Forum public meeting.

4. An agenda and any related papers will be circulated before the meeting via electronic means. Any supporter of the Forum may ask for items to be included on the agenda

## **Finance**

1. All monies raised by or held by or on behalf of the Forum shall be used to further its aims and objectives.
2. Nothing contained herein shall prevent the payment in good faith of reasonable out-of-pocket expenses incurred by any Committee Member or Supporter. No incurred expenses shall be reimbursed without the confirmed advance authorisation by two Committee Members
3. Monies may be raised for the benefit of the Forum by one or more of the following means: Grants, donations, Community Lottery, Deeds of Covenant, fund raising events or other such prudent, reasonable, and legal means as endorsed by the Committee.
4. The Treasurer shall maintain full and proper accounts of the finances and expenditure and present at every committee meeting and AGM.
5. A bank account shall be maintained with such bank as the Committee shall from time to time decide; the Committee shall authorise members of the Committee to be signatories on behalf of the Association and/or to authorise payments on behalf of the Forum. All payments must be authorised by any two of the authorised persons. The Treasurer may, at their discretion and with the approval of two of the authorised signatories/persons, make payments from the account by electronic transfer.
6. The financial year of the Forum shall be 1st September to 31st August.
7. Accounts shall be scrutinised by an independent person from the Committee and presented at the next public meeting after the end of the financial year.
8. Suitable Public Liability Insurance cover will be arranged if needed, to protect the interests of the Forum and its members in respect of activities on behalf of the Forum

## **CONSTITUTION**

1. A copy of this Constitution shall be made available in print and supplied on request and published on the Forum Website. All Committee members are to receive an electronic copy of the Constitution.
2. Changes to this Constitution will be decided by a simple majority at a Forum public meeting, the Chairman having a casting vote.

## **DISSOLUTION**

1. Should Horsham District Older Peoples Forum cease to exist, all remaining funds and assets shall be disposed of according to the decision of the closing public meeting after all liabilities have been discharged.
2. At least 2 weeks public notice is to be issued electronically to all Committee members and Supporters of the Forum for a closing meeting.
3. If no such meeting can be held, all remaining funds and assets will be transferred to Age UK, Lavinia House, Dukes Square, Denne Road, Horsham RH12 1GZ or if Lavinia House is no longer operational as an Age UK facility, then to Age UK towards funding its activities in the Horsham District.