

HOUNSLOW PENSIONERS FORUM

Charity No 1080475

CONSTITUTION

1. Name.

The Forum shall be known as Hounslow Pensioners Forum.

2. Object

To promote any charitable purpose for the benefit of Senior Citizens within the London Borough of Hounslow.

3. POWERS.

In furtherance of the above object the Forum shall have the following powers:

- a. To make known the needs of Senior Citizens in the London Borough of Hounslow through the direct experiences of its members, and from local surveys carried out on issues relating to their welfare and quality of life.
- b. To raise funds, and invite and receive contributions from any person (s) or organisation whatsoever, by way of grants, subscriptions etc, to further the objects of the forum.
- c. To co-operate with any relevant national or local charitable organisation, or organisations, specifically dealing with the concerns of Senior Citizens.
- d. To do all such other lawful things necessary for the attainment of these aims and objectives.

4. MISSION STATEMENT.

The Forum is non-political. It will, however, through the provision of factual information, seek to encourage Senior Citizens to take an active part in community affairs. It will promote the interests of members, both locally and nationally with regard to adequate pensions and other benefits, grants and facilities such as transport, education, care and welfare, and will distribute information on these issues.

5. MEMBERSHIP.

- a. Membership will be open, irrespective of nationality, colour, disability, political or religious beliefs or sexual orientation, to all Senior Citizens who reside within the London Borough of Hounslow.
- b. There will be an Annual Membership Fee to run from 1st April to 31st March each year. The elected Executive Committee of the Forum will recommend to the members at an open meeting in January each year the fee for the next financial year. This will require a majority vote of the members present at the meeting.

6. MEETINGS (Open Forum)

- a. Regular open Forum meetings will be held, on the last Friday of the Month. There shall be not less than five (5) meetings each year.
- b. A quorum for an open meeting shall consist of 10% of the registered membership, and should have the Chairperson or Vice-Chairperson or Administrative Officer present.
- c. Voting at Open Forum meetings will be by show of membership cards of all registered members present. Decisions will be by simple majority.

7. ANNUAL GENERAL MEETING (A.G.M.)

- a. The A.G.M. shall be held on the last Friday of May of each year.
- b. At the A.G.M. the Executive Committee shall present a Trustee's Report, and the accounts of the Forum.
- c. At each A.G.M. the Forum will elect the following officers for the ensuing year. Chairperson, Vice-Chairperson, Treasurer, and up to ten (10) executive committee members. All appointments to be approved by majority vote of members present at the AGM.
- d. A quorum for the A.G.M. shall consist of 10% of the registered members, and should have the Chairperson or Vice-Chairperson and Administrative Officer present.

8. EXECUTIVE COMMITTEE MEETINGS.

- a. Executive Committee meetings shall be held on the first Thursday of each month, and should meet not less than ten (10) times per year.
- b. The business of the Forum arising between open meetings will be dealt with by the Executive Committee (as detailed under clause 7c) and shall be reported to the next open meeting.
- c. The Executive Committee shall have the power to co-opt additional members if vacancies occur, these members will have the right to vote. The Executive Committee will also have the power to co-opt any specialist person to assist in any project; such person will not have voting rights.
- d. A quorum for an Executive Committee meeting shall consist of five (5) members, and should have either the Chairperson or Vice-Chairperson or Administrative Officer present.
- e. Any Executive Committee member who is absent for three (3) consecutive meetings without adequate reason, shall be deemed to have resigned from the Executive Committee, and his/her place will be filled by that Committee.
- f. The Executive Committee shall have the power to appoint an independent examiner/auditor.
- g. Trustees are permanent members of the Executive.

9. FINANCE

- a. All money raised by, or on behalf of the Forum, shall be applied to further the objectives of the Forum and used for no other purpose.
- b. The Treasurer shall open an account at an approved bank or building society in the name of Hounslow Pensioners Forum. All payments must be signed by any two signatories bank signatories approved by the Executive Committee. One of the signatories must be a Trustee.
- c. Accounts shall be audited at least once a year by the Independent Examiner.

- d. The financial year will be 1st April to the 31st March, and an audited statement shall be submitted to the A.G.M. for approval.
- e. The reserves policy is to maintain sufficient funds equivalent to three (3) months expenditure.

10. EMERGENCY MEETING of the FORUM.

- a. If considered necessary the Chairperson and the Administrative Officer or any ten (10) members may call an emergency meeting of the Forum, provided the full membership is given 14 days notice in writing.
- b. A quorum for this meeting shall consist of 10% of the registered membership, and should have the Chairperson or Vice-Chairperson or Administrative Officer present.

11. LIAISON with the BOROUGH COUNCIL.

Matters of concern to Senior Citizens that fall within the sphere and influence of the London Borough of Hounslow, will be handled through channels agreed between the Forum and the Council.

12. ALTERATIONS TO THE CONSTITUTION.

- a. Subject to the following provisions of this clause, the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution setting out the terms of the alteration proposed.
- b. No amendment may be made to clause 1, clause 2, clause 13, or this clause without the prior consent in writing of the Commissioners.
- c. No amendments would be made which would have the effect of making the Charity cease to be a charity at law.
- d. The Executive Committee should promptly send to the Commissioners a copy off any amendments made to this clause.

13. Dissolution

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity, it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. 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 Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine, or failing that, shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Charity Commissioners.

Amended constitution adopted 25th May 2018

Signed. Chairman.

