

Constitution

1 NAME

The Voluntary Group/Organisation shall be called Dudley Carers Forum

2 OBJECTS

To reduce the isolation of and relieve the mental and physical distress amongst carers of people who are in need of care and resident in the borough of Dudley by:

- 1) PROVIDING INFORMATION, ADVICE, SIGNPOSTING AND MENTORING AND TAKING UP ISSUES AROUND SAFEGUARDING
- 2) PROVIDING A FORUM WHICH BRINGS TOGETHER CARERS IN ORDER TO DETERMINE THEIR NEEDS AND EMPOWERS AND ENABLES THEM TO CONNECT TO AND ACCESS WIDER COMMUNITIES THROUGH BEFRIENDING, MUTUAL SUPPORT AND SOCIAL ACTIVITIES
- 3) TO MONITOR AND INFLUENCE SERVICE DELIVERY, PLANS, POLICIES AND STRATEGIES WHICH AFFECT CARERS AND THOSE THEY CARE FOR, BY LISTENING AND COLLECTING EXPERIENCES OF CARERS, ENGAGING WITH PUBLIC SERVICE PROVIDERS TO REFLECT THOSE EXPERIENCES, AND CAMPAIGNING FOR CHANGE AS NECESSARY.

3 OFFICERS

The Officers shall consist of Chairperson, Vice-Chairperson, Secretary and Treasurer.

Quorum for elections is 15 Forum members.

4 POWERS

To further the groups objects the Forum may exercise the following powers:

- 1) power to appoint such Sub-Committees as may from time to time be deemed necessary and shall receive reports from such Sub-Committees at meetings.
- 2) power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Forum. The individual member shall have the right to be heard by the Forum before the final decision is made.
- 4) power to raise funds and to invite and receive contributions.
- 5) power to co-operate with other charities, voluntary organisations and statutory authorities operating in furtherance of the objects.

- 6) power to do all such lawful things as are deemed necessary for the achievement of the objects.

5. ORGANISING GROUP

The Organising Group shall consist of not less than 4 members and not more than 20 members, drawn from the membership of Dudley Carers Forum.

The Organising Group shall meet at least 4 times a year and report back to Forum meetings (e.g. on the accounts and the planned social activities). All Forum meetings will be minuted.

6 MEMBERSHIP

Membership shall be open to any individuals living in the borough of Dudley who are, or have been, carers.

A register of members shall be kept by the Secretary.

A member wishing to resign shall give notice in writing to the secretary.

Every member shall have one vote.

A proxy vote or postal vote can be used to decide ballots and voting purposes, thus making access to equal opportunities to be inclusive for all carers and in democracy. The aims of the Forum is to include all carers, be they young or old, ill, employed, in education, or absent from the meeting.

Quorum for a Forum meeting shall be 15 members.

7 ANNUAL GENERAL MEETING

The annual general meeting shall be held in the month of October in each year or as soon as practicable thereafter. The secretary shall give 21 days notice of the annual general meeting to all members.

The Officers shall present to each annual general meeting the report and accounts of the preceding year.

Nominations for election to Officer positions and the Organising Group must be made by members in writing to the secretary 14 days before the AGM.

8 SPECIAL GENERAL MEETING

A Special General Meeting may be convened when deemed desirable and also upon the written request of 10 members.

The secretary will give 7 clear days notice to all members of such a meeting at which 15 members shall form a quorum.

9 FINANCE

The Treasurer shall cause to be kept proper books of account which shall be audited or independently examined yearly. The Financial Year End is March 31st.

Official receipts for all monies received shall be signed by the Treasurer or Secretary. The Organising Group shall authorise cheques to be signed by at least two of its members.

10 ALTERATION TO THE CONSTITUTION

Subject to the following provisions of this clause, no alteration to this Constitution shall be made except at the Annual General Meeting or at a Special General Meeting and only if supported by at least two thirds of those present at such a meeting. The notice of the General Meeting must include notice of the resolution, setting out the alteration proposed.

11 OTHER BUSINESS

Any matters not covered by this Constitution shall be dealt with by the Forum.

12 DISSOLUTION CLAUSE

If the Forum decides that it is necessary to dissolve the group, any assets remaining will be transferred to Dudley Metropolitan Council.

Date Adopted 6th December 2006
Changes made 2nd October 2013

Signature_____

Signature_____

Signature_____