



Constitution for East Hampshire Disability Forum

Developed in June 2006 and Amended at Special Meetings of the Forum on 12 November 2008 and again on 16 June 2009.

1. Name

The name of the organisation is the **East Hampshire Disability Forum**. (In this document, we will call the organisation **The Forum**.)

2. Aims

The Forum aims to do the following things in the East Hampshire District Council Area:-

- i) Raise the profile of disabled people in the community
- ii) Provide an accessible contact point for disabled people
- iii) Inform people on disability issues
- iv) Advise on the Disability Discrimination Act, help people understand it and encourage good practice
- v) Identify what is not provided for disabled people

3. Membership

Membership is open to disabled people and anyone interested in the work of the forum. People wishing to become members are required to sign a declaration stating that they support the Aims and Objectives of the Forum.

Membership categories are:-

- i) Adult membership
Adult members can vote and can be elected to the management committee of the forum.
- ii) Youth membership (Under the age of 18 years)
Youth members can influence the Management Committee but are not entitled to vote. The parent/guardian of a youth member has the right to be a full adult member as described above.

- iii) Associate membership
Open to organisations who may appoint a named representative.
They are not entitled to vote.

4. What the Management Committee has the power to do

As long as the Management Committee is working towards achieving the Forum's aims and as long as it obeys the law, it can:-

- i) Raise funds and receive donations
- ii) Work with and exchange ideas with other organisations in East Hampshire and the surrounding area who have similar aims
- iii) Set up a charitable trust or other organisation to help the Forum achieve its aims
- iv) Set up and run other sub-committees to advise the Management Committee
- v) Do anything necessary - as long as it is legal - that will help the Forum achieve its aims

5. Management Committee

- i) 75% of the Management Committee will be disabled people.
- ii) The Management Committee will consist of no more than 12 elected members but for any decision to be made at least 4 of these members must be present.
- iii) All Management Committee members must understand and accept in writing the Rules of the Forum outlined in this document.
- iv) The Management Committee will be elected annually at the Annual General Meeting but can co-opt members during the course of the year.
- v) A chair, a vice-chair, secretary and treasurer will be elected annually by the Management Committee at their first meeting following the Annual General Meeting.
- vi) The Management Committee will –
 - a) be responsible for the overall operation of the Forum. It will make decisions and carry out tasks that meet the aims and objectives of the Forum.
 - b) be responsible for, and give direction to, any staff appointed by the Forum

- c) oversee the work of Sub-Groups and other projects set up by the Forum.
- vii) If there is a good reason, the Management Committee can ask a member to leave on a permanent basis. However, that member or their representative, has the right to be heard by the Management Committee as part of this process.
- viii) A Management Committee member will be asked to leave the Committee -
 - a) if they are disqualified through any of the clauses quoted in Section 72 of The Charities Act 1993 (or any subsequent update of this)
 - b) if their health deteriorates to such a degree that it is no longer possible for them to attend Management Committee meetings
 - c) if they miss all meetings held in the period of six months without letting the Committee know why.
- ix) The Management Committee can appoint an auditor and decide how much to pay them.

6. Meetings

- i) The Management Committee will meet at least bi-monthly and the Forum will meet at least twice per year on topics of interest to members.
- ii) If a **Special** meeting is required, it can be called by the chairperson or by 2 committee members and at least 4 days notice must be given.
- iii) The chairperson will chair all meetings. If the chairperson cannot attend a meeting, the Management Committee will choose another committee member to take on that position.
- iv) Notes must be taken at each meeting.

7. Annual General Meeting

- i) There will be an Annual General Meeting as soon as possible after the end of each financial year.
- ii) The Management Committee will decide the date of the meeting.
- iii) Each member will have 21 days' notice in writing about the date of the meeting.

- iv) The Management Committee will present the Forum's report and accounts for the preceding year.
- v) A member of the Forum can nominate another member for election to the Management Committee either in writing to the secretary at least 14 days before the date of the meeting or at the meeting itself.
- vi) If there are more nominations than places on the Management Committee, there will be a voting process.
- vii) Clear records of all Annual General Meetings will be kept.
- viii) At least 10 people or 10% of adult Forum members whichever is the greater must be present for decisions to be made.

9. Finance

- i) All money raised by the Forum must be used to meet its aims as described at the beginning of this document.
- ii) All donations to the Forum will be paid into an account which is overseen by the Management Committee.
- iii) All cheques must be signed by at least 2 people who have been approved by the Management Committee.
- iv) The Management Committee must prepare an Annual Return and Annual Report for the members.

10. Making Changes to the Constitution

- i) Changes to the Constitution can only be made at an Annual General Meeting or Special Meeting.

11. Winding up the Forum

- i) If the Management Committee decides that the Forum should be wound up, it will call a meeting for its members giving no less than 21 days' warning.
- ii) It will explain what it wants to do and if two-thirds of those present agree, the Management Committee can donate any funds or other assets to another charitable organisation which has aims that are similar to its own.

Signed

Date