

COVENTRY OLDER VOICES (COV)

CONSTITUTION

Approved by the membership at the Annual General Meeting on 22nd March 2019

1. Name

- 1.1. The name of the organisation is Coventry Older Voices (COV).

2. Aims

- 2.1. To promote the interests and well-being of people aged 50 or over living in Coventry.
- 2.2. To assist, encourage and provide opportunities for members to make a positive contribution to their community.
- 2.3. To disseminate as widely as possible COV views, information on events, and campaigns etc., to COV members, older people in Coventry, and the wider public.
- 2.4. To co-operate with other groups with compatible aims to achieve common benefits, and, as and when agreed by the membership, to support wider campaigns affecting older people in general.
- 2.5. To act in accordance with the wishes and views of the membership, as determined at the Annual General Meeting (AGM) and in ongoing consultation between the membership and the Management Committee.
- 2.6. To remain non-party political, free from unfair discrimination, and run for older people by older people.

3. Membership

- 3.1. Membership is open to all older people in Coventry.
- 3.2. Intending members must apply to the Management Committee on a membership form, or via the website.
- 3.3. The Management Committee may by a simple majority vote and for good reason refuse or terminate the membership of an individual.

Individuals may appeal to the Management committee and may be accompanied by a friend at the appeal hearing.

- 3.4. Associate membership is open to any person, regardless of age, who shares the aims of COV, and who wishes to participate in the work of COV. Associate members do not have voting rights.

4. Management Committee

- 4.1. The membership will at the AGM elect Management Committee members (where vacancies exist) of up to a maximum of 15 members. Members will also be able to vote online and by post.
- 4.2. Nominations for the Management Committee must be received at least 6 weeks before the AGM.
- 4.3. The Management Committee will elect a Chair, Vice-chair, Secretary, Membership Secretary, Treasurer and Publicity Officer (“honorary officers”).
- 4.4. All members of the Management Committee must retire from office at the end of the 3rd year from the date of their election – but they may be re-elected to serve one or more additional terms of office.
- 4.5. The Management Committee may appoint co-opted members, on a time-limited basis and without voting rights, as and when it considers necessary.
- 4.6. A member of the Management Committee will cease to hold office if he or she is absent from all meetings held within a three-month period unless the Management Committee considers there are mitigating circumstances. A confirmation letter will be sent to the member.
- 4.7. A member of the Management Committee will cease to hold office if he or she notifies the Management Committee of a wish to resign.
- 4.8. A minimum of 6 meetings of the Management Committee will be held annually on dates to be defined at each meeting.
- 4.9. A quorum will consist of 5 members.
- 4.10. The Management Committee may appoint such sub-committees or working or action groups as it deems necessary, which will report back to the Management Committee.

5. Annual General Meeting

- 5.1. An Annual General Meeting will be held.
- 5.2. Members will be notified of the meeting at least 10 weeks in advance.
- 5.3. All members of 21 days standing will be entitled to vote.

6. Public Statements

- 6.1. Public statements on behalf of COV must be approved by the Chair or Secretary.

7. Finance

- 7.1. All funds received will be held by the Treasurer will only be used to further the aims and administration of COV.
- 7.2. The Treasurer will keep proper accounts, and will report on the financial state of COV at each meeting of the Management Committee, and will prepare an income and expenditure account for each financial year. This may be subject to audit, and will be presented at each AGM.
- 7.3. The accounts will be open to inspection by any member of the Management Committee at any reasonable time on giving prior notice to the Treasurer.
- 7.4. An independent honorary auditor may be appointed.

8. Alterations to the Constitution

- 8.1. Any proposal to alter this constitution must be made in writing to the Secretary, who will bring the proposal to the next meeting of the Management Committee, which will decide how the proposal is to be dealt with.
- 8.2. If at that meeting the Management Committee decides that the proposal should be put to members for a decision, then a special meeting will be called for that purpose, not earlier than 28 days after written notice and full details have been issued.

9. Dissolution

- 9.1. COV may be dissolved by resolution passed at a special meeting called for the purpose, with not less than 28 days' notice. A resolution dissolving COV will be passed by a simple majority of members present, or by online or postal vote. All members of 21 days standing will be entitled to vote.
- 9.2. The assets of COV remaining after discharging all debts due at the date of dissolution will be distributed in such a manner consistent with the aims in Section 2. No parts of the assets will be transferred to any member or group of members of COV.