

# Vale 50+ Strategy Forum Constitution



**A Constitution explains the rules we follow.**

## **PART 1**

### **1. Adoption of the Constitution**

The Association will be administered and managed in accordance with the below.

### **2. The Aims and Objectives**

The Association's Aims and Objectives are to:

- Be engaged as a consultative, advisory, and participative body by public, private and voluntary bodies at local, regional, and national levels.
- Invite, accommodate, and secure participation of people fifty and over in decision making and policy making processes affecting their well-being.
- Help create an environment in which people aged fifty and over can fulfill their aims and objectives in life.
- Help preserve and promote the independence, dignity, and positive image of people fifty and over.

- Work to ensure that there is appropriate and adequate public care provision for people fifty and over.
- Aid the identification and eradication of age discrimination.
- Support, encourage, and train its members to enable them to work at achieving all other aims and objectives listed.

The Vale 50+ Strategy Forum recognises that these objectives are supported by the special relationship that has developed over the years with the Vale of Glamorgan Council (VOGC). The understanding between both parties and terms of the relationship are outlined in a Memorandum of Understanding (MOU), adopted 21 September 2018.

All the work undertaken by the Forum will be in line with the V50+SF Equality and Diversity policy adopted on 21 September 2018.

### **3. Management of the Forum**

The Forum will be led on a daily and ongoing basis by an Executive Group. The members will be supported by additional policies and documents that provide frameworks for best practice, adopted on 21 September 2018.

The policies and documents include:

- Memorandum of Understanding
- V50+SF Equality and Diversity Policy
- V50+SF Safeguarding Policy
- V50+SF Code of Conduct Policy
- V50+SF Complaints and Disciplinary Procedure
- V50+SF Data Protection Statement

- Officers Roles and Responsibilities

#### **4. Finances**

1. The income available to the Forum will be used in line with achieving the Forum's aims and objectives.
2. A member of the Forum will be reimbursed from the finances available for reasonable expenses incurred when acting on behalf of the Forum.

#### **5. Dissolution/amendment of the Forum**

1. If the members agree to dissolve the Vale 50+ Strategy Forum, the Executive Group will remain in office and be responsible for winding up the affairs of the Forum in accordance with this clause.
2. The Executive Group must apply or arrange to apply any remaining income directly in pursuit of the Aims and Objectives.
3. (a) Any resolution to amend a provision of Part 1 of this Constitution must be passed by not less than two thirds of the members present and voting at a general meeting.  
  
(b) Any provision contained in Part 2 of this Constitution may be amended, provided that any such amendment is made by a resolution passed by a simple majority of the members present and voting at a general meeting.

### **PART 2**

#### **6. Membership**

1. Anyone aged 50 or over who either lives, works, or volunteers in the Vale of Glamorgan can apply to join the Forum.
2. Organisations (as associate members) operating in the Vale of Glamorgan and approved by the Executive Group can also apply to join the Forum.
3. (a) The Executive Group may only refuse an application for membership if they consider it to be in the best interests of the Forum to refuse the application and there is clear evidence that such membership would be detrimental to the Forum.  
  
(b) The Executive Group must inform the applicant in writing of the reasons for the refusal within 21 days of the decision.  
  
(c) The Executive Group must consider any written response the applicant may make about the decision. The Executive Group's decision following any written response must be notified to the applicant in writing but shall be final.
4. Membership is not transferable to anyone else.
5. The Executive Group and designated support officers must keep a register of members' contact details.
6. All members will receive a copy of the V50+SF Data Protection Statement and the use of all information recorded will remain in compliance with said statement.

## **7. Termination of Membership**

Membership is terminated if:

1. The member dies or becomes incapable of managing and administrating their own affairs or, if it is an organisation, it ceases to exist.
2. The member resigns by written notice to the Executive Group or Vale of Glamorgan Council Support Officers.
3. The member has been deemed to bring the Forum into disrepute.

The Forum has procedures and supporting policies to enable a fair process regarding such matters.

- The V50+SF Code of Conduct Policy
- The V50+ SF Complaints and Disciplinary Procedure

## **8. Disqualification and Removal of Executive Group Membership.**

**An Executive Group** member shall be removed from the Executive if they:

1. Stop being a wider Forum member.
2. Die or become incapable of managing and administering their affairs.
3. Resign as an Executive Group member by notice to the Executive Group or Vale of Glamorgan Council's Support Officers (this will only be possible only if at least six Executive Group members will remain in office when the notice of resignation is to take effect).

4. Are absent without stating reasonable cause from all executive meetings held within a period of six consecutive months and the Executive Group members agree that they be removed. Absences due to work on behalf of the Forum are not to be considered. The Executive Chairperson or Vice Chairperson will contact any Executive member absent without notice for three consecutive meetings to clarify their situation and assess any support needs.
5. Are deemed to bring the Forum into disrepute following the process of the Forum's Complaints and Disciplinary Procedure.

## **9. General Meetings**

1. An Annual General Meeting (AGM) must be held within 12 to 15 months of the previous Annual General Meeting, or as soon as reasonably practical afterwards.
2. All general meetings other than AGMs shall be called Special General Meetings.
3. The Executive Group may call a Special General Meeting at any time.
4. The Executive Group must call a Special General Meeting if requested to do so in writing by at least ten Forum members or one tenth of the Forum's membership, whichever is the greater. Any requests received for a Special General Meeting will be communicated to the wider membership. The request must be submitted to the Chairperson and state the nature of the business that will be discussed. If the Executive Group fails to organise the meeting within 21 working days of the request, the members may proceed to call a Special General Meeting but in

doing so they must comply with the provisions of this Constitution.

## **10. Notice of General Meetings**

1. The minimum period of notice required to hold any general meeting of the Association is 21 working days from the date on which the notice is deemed to have been given.
2. The notice must specify the date, time, and place of the meeting and the general nature of the business to be transacted. If the meeting is to be an AGM, the notice must say so.
3. Notice of any general meeting will be given by any/all of the following means: various online and offline channels including email and e-bulletins, radio, printed notices in public spaces and a letter in the post (whenever financially viable) to members without email addresses.

## **11. Quorum at General Meetings**

1. For business to take place and for decisions to be ratified at any general meeting the Association needs to be quorate. To be quorate the meeting must have a quorum.
2. (a) A quorum for the AGM is twenty Forum members entitled to vote upon the business to be conducted at the meeting, or one tenth of the total Forum membership at the time, whichever is the lowest.  
  
(b) A quorum can be made up by combining the number of members attending the general meeting in person or via remote

participation and members votes in absence expressing the member's wishes regarding all transactions and decisions forwarded before the general meeting.

(c) The nominated Chairperson for the AGM will represent the votes in absence voters on the day.

3. The authorised representative of a member organisation shall be counted in the quorum.
4. (a) If a quorum is not present within 15 minutes from the time appointed for the meeting or if during a meeting attendance falls below the quorum, a vote on business can be counted and recorded.  
  
(b) The Executive can then instruct VOGC to send members a request for additional votes in absence on all matters of business.  
  
(c) Any vote in absence must be received within 21 working days of the AGM.  
  
(d) If the combined counts of members present at the AGM and all votes in absence totaled add to the specified quorum, then business can be ratified.
5. If a combined attendance and votes in absence decision cannot be achieved within 21 days of the AGM the Executive Group must call another meeting and must give at least 14 clear days' notice of this meeting stating the date, time, and place of the meeting.
6. If no quorum is present at the re-convened meeting within 15 minutes of the time specified for the start of the meeting, the



members present at that time shall constitute the quorum for that meeting.

## **12. Chairing of Meetings**

1. General meetings shall be chaired by the Forum's Chairperson.
2. If the Chairperson is not attending or is unexpectedly not present within ten minutes of the time appointed for the meeting the Vice Chairperson shall chair the meeting.
3. If neither the Chairperson nor Vice-Chairperson is present an Executive Group member shall be democratically elected to chair the meeting.
4. If no Executive Group member is present or is unwilling to chair the meeting within ten minutes after the time appointed for holding it, the members present and entitled to vote must choose one of their number to chair the meeting.

## **13. Adjournments**

1. The members attending a meeting may resolve that the meeting be adjourned.
2. The person who is chairing the meeting must decide the date, time, and place at which the meeting is to be reconvened unless those details are specified in the resolution.
3. If a meeting is adjourned by a resolution of the members for more than seven days, at least seven clear days' notice shall be given of the re-convened meeting stating the agenda, date, time, and place of the meeting.

## **14. Votes/voting**

1. Each Forum member shall have one vote but if there is an even number of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote they may have.
2. A vote by proxy is acceptable where a member cannot attend a meeting to cast their vote provided the member requesting a vote by proxy informs the Vale of Glamorgan Council's Corporate Strategy and Insight Team and if that member has been made fully aware of all the options available to them before the meeting.

## **15. Representatives of Other Bodies**

1. Any organisation that is a member of the Forum may nominate any person to act as its representative at any Forum meeting.
2. The organisation must give written notice to the Executive Group or Vale of Glamorgan Council's Support Officers the name of its representative. The nominee shall not be entitled to represent the organisation at any meeting unless the notice has been received.
3. Any notice given to the Forum will be conclusive evidence that the nominee is entitled to represent the organisation or that their authority has been revoked.

## **16. Officers**

1. The Forum shall be directed by a committee comprising members chosen in accordance with this Constitution. The members of the committee shall be the executive officers of the Forum and in this Constitution are together called “the Executive Group.”
2. The Executive Group shall appoint the following Officers:
  - A Chairperson
  - A Vice-Chairperson.

The period of office will be one year from the AGM to the end of the following year’s AGM.

3. Nominations for membership will need to be received 14 days prior to the Executive Group meeting where nominee’s applications are scrutinised.
4. (a) The Executive Group shall choose its Chairperson and Vice Chairperson by secret ballot of its Executive Group at the Executive Group Meeting prior to the AGM, then ratified by attending membership at the AGM.

(b) If there is only one application for each of the posts i.e., Chairperson and Vice-Chairperson, it will be accepted and the Forum members attending the AGM will be invited to ratify such members as both Chairperson and Vice-chairperson. Both must be confirmed by majority agreement by members attending the AGM.

(c) If there is more than one member putting their name forward to be chosen for the posts of Chairperson and Vice-Chairperson a choice will be made by the Executive Group by secret ballot. The result of this vote will be announced at the AGM and again members attending the AGM will be invited to ratify the choice.

5. To assist with the work of the Forum the Executive Group can appoint leads from the Executive membership to lead on specific topics or aspects of work and these will be reviewed annually.
6. If the establishment of a group is agreed by the Executive Group the group shall choose their Lead, with the proviso that any Lead chosen is also a member of the Executive Group.
7. An Executive Group member must be a member of the Forum or the nominated representative of an organisation that is a member of the Association.
8. No-one may be appointed an Executive Group member if they would be disqualified from acting under the provisions of Clause 9.
9. The Executive Group can be made up of between six and sixteen members. (The Executive Group is given the authority in special circumstances to choose up to five co-opted members in addition to the full member quota of sixteen). These co-opted members would usually be chosen to enhance the Executive Group due to a particular skill or knowledge and/or to support a particular work program or initiative.
- 10) A quorum shall exist when six of the Executive Group members are present at a meeting or the number nearest to one third of the total number of the Executive Group.
- 11) An Executive Group member may not appoint anyone to act on their behalf at meetings of the Executive Group.

## **17. The Appointment/Resignation of Executive Group Members**

1. Any Forum member wishing to propose themselves for Executive Group membership when there is a vacancy should be invited to apply for consideration.
2. The term of office of an Executive Group member is four years. Any member standing down after the 4-year period is permitted to re-apply for a vacancy.
3. All Forum members will be invited to apply for vacancies arising at this point.
4. If there are more applicants than vacancies, new Executive Group members will be chosen after being invited to apply.
5. Nominations for Executive Group membership must be received 14 days prior to the Executive Group meeting where nominee's applications are scrutinised.
6. The new member's applications will be scrutinised by the Executive Group at the Executive Group Meeting prior to the AGM, and then the Executive Group will choose the new members on merit.
7. If there are fewer applicants than vacancies then the members present at the Annual General Meeting shall be invited to accept, by majority agreement, those putting their names forward.
8. In the event of the full quota of members (16) not being attained at any point, the Executive Group may co-opt any individual who is willing to act as an Executive Group member.

9. The appointment of any Executive Group member must not cause the number of members to exceed the maximum number of Executive Group members. (See 16 part 9).
10. If the membership quota falls below 16 members for any reason, the Executive Group can invite applications for membership at any time, these applications will be ratified at the next AGM.

## **18. Powers of Executive Group Members**

1. The Executive Group members must manage the business of the Forum and have the following powers to further the Aims and Objectives (but not for any other purpose).
  - (a) To co-operate with other associations, voluntary bodies, and statutory authorities and to exchange information and advice with them.
  - (b) To support any charitable trusts, associations or institutions formed for any of the purposes included in the Aims and Objectives.
  - (c) To enter into any partnership or joint venture arrangement with any other associations formed for any of the Aims and Objectives.
  - (d) To do all such other lawful things as are necessary for the achievement of the Aims and Objectives.
2. No alteration of this Constitution or any special resolution shall have retrospective effect to invalidate any prior act of the Forum.

## **19. Proceedings of Executive Group Members**

1. The Executive Group members may regulate their proceedings as they think fit, subject to the provisions of this Constitution.
2. Any Executive Group member may call a meeting of the Executive Group.
3. Questions arising at a meeting must be decided by a majority of votes.
4. In the case of an equality of votes, the person who chairs the meeting shall have a second or casting vote.
5. No decision may be made by a meeting of the Executive Group unless a quorum is present at the time the decision is suggested to be made.
6. The quorum shall be six or the number nearest to one third of the total number of the Executive Group, whichever is the lower number.
7. An Executive Group member shall not be counted in the quorum present when any decision is made about a matter upon which that member is not entitled to vote.
8. If the number of members present is less than the number fixed as the quorum, the continuing members may act only for the purpose of calling a general meeting (Annual General Meeting or Extraordinary General Meeting).
9. The person elected as the Chairperson shall chair meetings of the Executive Group.

10. If the Chairperson is unwilling to preside or is not present within ten minutes after the time appointed for the meeting, the Executive Group members present may automatically appoint the Vice-Chairperson to chair that meeting.
11. The person appointed to chair meetings of the Executive Group shall have no functions or powers except those conferred by this Constitution or delegated to them in writing by the Executive Group members.

## **20. Delegation**

1. The Executive Group may delegate any of their powers or functions to a committee of four or more of their members but the terms of any such delegation must be recorded in the minute records.
2. The Executive Group may impose conditions when delegating, including the conditions that:
  - The relevant powers are to be exercised exclusively by the committee to whom they delegate.
  - No expenditure may be incurred on behalf of the Forum except in accordance with a budget previously agreed with the Executive Group members.

The exception to this rule is that the Executive Group Chairperson and Vice-Chairperson may incur costs up to £300 when:

- It would benefit the association and
- They believe that the Executive Group would ratify said expenditure and



- It is impractical due to time scales to consult with the Executive Group. Such expenditure should then be reported to the Executive Group at the earliest opportunity.
3. The Executive Group may revoke or alter a delegation.
  4. All committees/groups agreed to be established by the Executive Group must be chaired by an Executive Group member.
  5. The elected committees/group officers will be subject to the same annual re-selection process as executive officers. See 16(2)(3)(4).
  6. All acts and proceedings of any committees/groups must be fully and promptly reported to the Executive Group.
  7. To assist with the work of the Forum the Executive can appoint leads on specific topics or aspects of work and these will be reviewed annually.

## **21. Minutes**

The Executive Group must keep minutes of all:

1. Proceedings at meetings of the Forum's Executive Group.
2. Meetings of the Executive Group and its committees and groups including:
  - The names of the members present at the meeting.
  - The decisions made at the meetings.
  - Where appropriate the reasons for the decisions.

- Any actions required from the meeting and the named delegate.

## **22. Annual Report**

1. The Executive Group is responsible for the preparation of an Annual Report where appropriate, and its presentation at the AGM.

## **23. Notices**

1. Any notice required by this Constitution to be given to or by any person must be:
  - (a) By means of public notice for example press releases, radio announcements, and by use of posters in public buildings, or
  - (b) Given using electronic communications to those association members with E-mail addresses, or
  - (c) By any means deemed reasonable by the Association Executive Group, or
  - (d) By post when financially viable to Association members who do not have internet access.

## **24. Rules**

1. The Executive Group may from time to time make rules for the conduct of their business.
2. The rules may regulate the following matters but are not restricted to them:

- (a) The admission of members of the Forum (including the admission of organisations to membership) and the rights and privileges of such members.
  - (b) The conduct of members of the Forum in relation to each other.
  - (c) The procedure at general meeting and meetings of the Executive Group in so far as such procedure is not regulated by this Constitution.
  - (d) Generally, all such matters as are commonly the subject matter of the rules of an unincorporated association.
3. The Forum in general meeting has the power to alter add to or repeal the rules.
  4. The rules shall be binding on all members of the Forum.
  5. Executive Group members should understand and respect the Nolan Principles of Public Life (See Appendix 1).

## Appendix 1

### Nolan Principles of Public Life

All Association members are expected to conduct themselves in line with the Nolan principles outlined below.

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- **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

- **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

- **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

- **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

- **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

- **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- **Leadership**

Holders of public office should promote and support these principles by leadership and example.

## **Appendix 2**

The Association has agreed a Memorandum of Understanding with the Vale of Glamorgan Council and has adopted a number of recommended policies to support their objectives. These were adopted on 21 September 2018. The policies are:

- V50+SF Equality and Diversity policy.
- V50+SF Safeguarding Policy

These policies will also be supported by adopted procedural guidelines, also adopted on 21 September 2018.

- V50+SF Code of Conduct
- V50+SF Complaints and Disciplinary procedure
- V50+SF Data Protection Statement
- Officers Roles and Responsibilities

## **The Vale 50+ Strategy Forum (The Association)**

**Constitution** adopted May 2009

Amended June 2011;

Amended April 2013;

Amended June 2015;

Amended July 2018;  
Amended September 2018;  
Amended October 2022.  
Amended August 2023.  
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