



Buckinghamshire Older Peoples Action Group

Constitution

NAME: Buckinghamshire Older Peoples Action Group hereafter referred to as BOPAG.

1. AIMS OF BOPAG

BOPAG aims to ensure that the voices of older people in Buckinghamshire are heard without discrimination and that they influence planning and delivery of services in order to maintain and improve the wellbeing of local older people.

BOPAG shall be affiliated to National/Regional Groups as members see fit.

2. OBJECTIVES OF BOPAG

The objectives of BOPAG are to:

- (i) promote a positive attitude to ageing
- (ii) promote the exchange of information and meetings of older people
- (iii) foster good practice in engagement with older people and encourage discussion and consultation on national and local issues, working alongside Service Providers/Commissioners and relevant professionals in the design, delivery, and review of services
- (iv) research relevant issues and campaign to ensure they are reflected in any policy/decision making process
- (v) support and develop OPAG groups and individuals engaged in the running of groups for older people or showing interest in the aims and objectives of the Forum
- (vi) seek and maintain strong links with appropriate statutory organisations including constituent parts of the National Health Service and Local Government as well as voluntary and commercial agencies

3. MEMBERSHIP OF BOPAG

BOPAG welcomes new members whether groups or individuals who are interested in and share the aims and objectives of BOPAG

Members will be entitled to:

- (i) attend BOPAG meetings
- (ii) receive the BOPAG magazine

- (iii) stand for election to the Steering Group
- (iv) stand for election to represent BOPAG at external meetings

Members present at BOPAG meetings will be eligible to vote on such day-to-day issues as election of officers and members of the Steering Group not specified by Clause 5, representatives to external meetings, and minor expenditure. However, for strategic issues and proposed expenditure that exceeds 10% of the total funds held by BOPAG the whole membership shall have the option to vote, and this will be carried out via email and the newsletter.

BOPAG will hold Public Liability Insurance for its activities including in particular those of the following member groups:

- Chesham Over 50s Positive Action Group (COPAG)
- Old Amersham Seniors in Society (OASIS)
- Valley Plus (Marlow Bottom 50's Plus Group)
- Lane End Older Peoples Action Group (LEOPAG)
- Stokenchurch Older Peoples Action Group (StoPAG)
- Chalfont St Giles 60 Plus Fitness & Social Club
- Burnham 50 & Beyond (B-FAB)

There is no subscription for being a member of BOPAG.

In the spirit of and compliance with the Data Protection Act, BOPAG does not collate or hold member details except those necessary to enable the distribution of the newsletter and other BOPAG information mailings. These contact details are held for the sole purpose of distribution of information by BOPAG and will not be disclosed to any third parties.

4. ADMINISTRATION

The postal address of BOPAG will be the address of the Administrative Assistant unless agreed otherwise at a BOPAG meeting

The business of BOPAG will be managed by the Steering Group

5. STEERING GROUP

The Steering Group shall consist of no fewer than four members including: the Chairman, Vice Chairman and Treasurer of BOPAG; a Chairman (or other nominated representative) of a member group; a representative of Buckinghamshire Council; and invited key professionals as non-voting members. BOPAG's Administrative Assistant will attend but will not have a vote.

The Steering Group shall manage all funds and property belonging to the BOPAG.

The Steering Group has the delegated power to:

- (i) raise funds and invite/ receive contributions and donations providing that in doing so it shall not undertake any substantial or permanent trading activities and shall conform to any requirements of the law

- (ii) make regulations for the conduct of BOPAG's business in accordance with these rules
- (iii) appoint and dissolve any subcommittee or constituted working group as it considers necessary and to delegate any business to that sub-committee/group
- (iv) employ such staff as are necessary for the proper conduct of BOPAG's business/activities
- (v) co-operate with other voluntary bodies, charities and statutory authorities operating in the furtherance of the objectives of BOPAG and to exchange information and advice with them
- (vi) consider requests from groups to be included under the Public Liability Insurance cover

The Steering Group may put proposals for amendments to this Constitution to the AGM, in accordance with Clause 8.

aThe Steering Group shall hold no fewer than three ordinary meetings a year in addition to an AGM.

Members of the Steering Group shall have the power to make decisions on the basis of a simple majority vote. The Chairman shall be entitled to an additional casting vote in the event of a tied vote. There shall be a quorum when not less than three members are present at a meeting.

6. FINANCIAL MANAGEMENT

The elected treasurer of BOPAG will keep the accounts and will present a running report at the Steering Group meetings and an Annual Report at the AGM where records will be available for inspection.

The treasurer's reports to the Steering Group will include a copy of the current BOPAG bank statement, from which the account number and sort code will be redacted.

The financial year of BOPAG will run from April to March

All money raised by BOPAG shall immediately be passed to the Treasurer who will correctly record the transaction and pay it into BOPAG's bank account.

The main headings of the accounts will be research and administration, networking, magazine preparation and printing, stationery, travel, insurance, meeting costs, projects (separately identified) and website, and other expenses incurred by the Steering Group or BOPAG in carrying out the aims of BOPAG. Any other funding will be itemised, and monies donated for a specific purpose will be itemised separately.

All cheques written on behalf of BOPAG must be signed by the Treasurer of BOPAG plus one other authorised member of the Steering Group. The treasurer shall maintain BOPAG's electronic banking arrangements and her/his status as a Full Access User of the account. (S)he shall make electronic transfers to and from the account as appropriate on her/his sole authority, subject to the provision of the bank statement to the Steering Group as referred to above.

7. ANNUAL GENERAL MEETING (AGM)

The Steering Group will convene an Annual Meeting for all members in or around May giving not less than 28 days' notice.

Voting at the AGM will be restricted to members only although invited professionals attending shall have the right to speak. The venue of the AGM will be decided by the Steering Group.

The Officers of BOPAG (that is, the Chairman, the Vice-Chairman, and the Treasurer) will be nominated by members and the appointments confirmed by the members at the AGM. Terms of Office will be for 2 years and then be subject to review.

8. AMENDMENT OF THE CONSTITUTION

This Constitution defines the policy and principles by which BOPAG is to be conducted.

Proposals for amendments to this Constitution shall be put to the Steering Group. The Steering Group may submit them, with or without further amendment, to the AGM or to an extraordinary meeting of BOPAG convened for the purpose. Proposed amendments will be adopted if approved by a majority of members present at that meeting. The Constitution shall not be altered except by way of this procedure.

Before any alteration to Clauses 1 or 2 is adopted the Steering Group will seek the views of any OPAG which is unable to send a representative to the meeting at which it is considered, and any views expressed will be taken into account.

9. CONDUCT

The Steering Group shall have the delegated power to dismiss a member if in its judgement, considered and debated, the member/s behaviour is inconsistent with the aims/objectives of the BOPAG

In the event of the Steering Group deciding to dismiss a member, the Chairman/Secretary will inform the member of their decision by registered letter. The member will then have the right to appeal within 28 days from the date of the registered letter.

This rule is intended to preserve the integrity and the proper conduct of BOPAG by its members and reflects and acknowledges the fact that they play a large part in maintaining the goodwill and fellowship of the OPAG's which constitute BOPAG.

10. WINDING UP

In the event of BOPAG being wound up all monies/assets after settling the affairs of BOPAG will be donated to other organisations having similar aims and objectives as the members may determine following a meeting of all members. Members will be given 28 days' notice in advance and the decision shall be determined by two thirds of the members attending. A notice will then be issued stating the terms of the decision to all members, Buckinghamshire County Council, Older Peoples Partnership Board and the BOPAG website.

Ratified at the Annual General Meeting held on 20 July 2022



Signed: Alan Barnard (Chairman)

Date: 8 August 2022