



## **Constitution For Buckinghamshire Older Peoples Action Group**

**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/improve the wellbeing of local older people.  
The Forum shall be affiliated to National/Regional Groups.

### **2. OBJECTIVES OF BOPAG are to:**

1. promote a positive attitude to ageing
2. promote the exchange of information and meetings of older people
3. 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.
4. research relevant issues and campaign to ensure they are reflected in any policy/decision making process.
5. 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.
6. to seek and maintain strong links with statutory organisations such as Primary Care Trusts/District and County Councils/ Hospital Trusts/Foundations 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 :

- attend BOPAG meetings
- receive the monthly newsletter
- stand for election to the Steering Group Committee
- 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, 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 should have the option to vote and this will be carried out via email and the newsletter.

BOPAG will hold Public Liability Insurance for its own activities and those of the following member groups of BOPAG. These groups are

- Chesham Older Peoples Action Group (COPAG)
- Old Amersham Seniors in Society (OASIS)
- Marlow Peoples Action Group (MarlowPAG)
- Valley Plus (Marlow Bottom 50's Plus Group)
- Lane End Older Peoples Action Group (LEOPAG)
- Stokenchurch Older Peoples Action Group (StoPAG)
- Village Older Peoples Action Group (VOPAG)
- 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 Administration Assistant unless agreed otherwise at a BOPAG meeting

The business of BOPAG will be managed by the Steering Group

#### **5. POWERS:**

The **Steering Group** shall consist of not less than 4 members including: the Chairman and Vice Chairman of BOPAG: a Chairman (or other nominated representative) of a member group; the OPPB representative and invited key professionals as non-voting members. BOPAG's Administrative Assistant will be in attendance 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:

- 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.
- make regulations for the conduct of BOPAG's business in accordance with these rules.
- appoint and dissolve any subcommittee or constituted working group as it considers necessary and to delegate any business to that sub-committee/group
- employ such staff as are necessary for the proper conduct of BOPAG's business/activities.
- 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.
- consider requests from groups to be included under the Public Liability Insurance cover

Changes to the constitution and rules of BOPAG recommended by the Steering Group will be proposed at the AGM due notice being given in the notification convening the meeting. Changes will be valid if approved by a majority decision of members present at that AGM.

The Steering Group should hold not less than 3 ordinary meetings a year in addition to an AGM.

Members of the Steering Group will 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 3 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 books will be available for inspection.

The annual accounts will be scrutinised by an independent auditor.

The financial year of BOPAG will run from April to March

All monies 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 salaries, stationery, travel 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.

#### **ANNUAL GENERAL MEETING**

The Steering Group will convene an Annual Meeting for all members in or around May giving no less than 28 days notice.

Voting at the A.G.M. 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 (ie the Chairman, the Vice-Chairman/men 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 up for review.

#### **8. ALTERATION TO THE CONSTITUTION**

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

The aims of BOPAG shall not be changed except at the AGM or a specially convened meeting which will be attended by representatives from all OPAG's. The constitution shall follow as closely as practicable the aims and objectives of BOPAG.

## 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.



A. J. BARNARD  
CHAIRMAN B.O.P.A.G