

**FOREVER ACTIVE FORUM**  
**(REPRESENTING CAMBRIDGE CITY AND SOUTH CAMBRIDGESHIRE)**

CONSTITUTION

**1 Name**

The organisation will be called the “Forever Active Forum” representing Cambridge City and South Cambridgeshire.

**2 Aims and objectives**

The aims and objectives of the group will be:

- To provide a broad range of exercise and sporting opportunities for local residents aged 50 + as part of the Forever Active Scheme.
- To provide members with the opportunity to give feedback and suggestions related to the scheme
- To promote the organisation within the local community.
- To identify and provide training for Instructors and staff working on the scheme.
- To link with key partners to develop physical activity opportunities for the 50 + age group.
- To identify and address access issues relating to facilities and activities.
- To ensure that all members receive fair and equal treatment.

**3 Membership**

Membership should consist of officers and members of the organisation. All members will be subject to the regulations of the Constitution and the Forum’s policies and by joining the organisation will be deemed to accept these regulations, which the organisation has adopted.

Members will be enrolled in one of the following categories:

- Full Member
- Associate Member

Full members will receive agendas & minutes for all meetings & will have a voting right. Full members will also be entered on to the database to receive up to date information on events/ activities.

An associate member is a member who will receive up to date information and can attend events and activities but who will not have any voting rights.

**4 Membership fees**

There will be no fee to become an associate member of the organisation but all members must complete a registration form to be added to the membership database.

The annual and half year fee for membership shall be set at the AGM for full members. Benefits of the membership will also be revised at each AGM.

## **5 Officers of the organisation**

The Officers of the organisation will be:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Volunteer Coordinator – currently vacant
- Long Term Conditions and Vulnerable Adults Coordinator
- Member Representatives

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

## **6 Committee**

The Management Committee for the organisation will consist of the Officers and [up to 4] Member Representatives, elected for one year by the Annual General Meeting and eligible for re-election.

The Committee membership as a whole should include representation of the core funding bodies of the organisation.

All members present at the Forum meetings will have the right to vote on all issues.

The meetings will be convened by the Secretary of the organisation and held no less than twice a year.

The meetings will be the avenue for appointing sub-committees as necessary.

## **7 Finance**

All monies will be banked in an account held in the name of the organisation. The Treasurer will be responsible for the finances of the organisation. The financial year of the organisation will end on 31<sup>st</sup> August.

The Treasurer at the Annual General Meeting will present an audited statement of annual accounts.

Any cheques drawn against the organisation's funds should hold the signature of the Chair plus one other officer for cheques more than £1,000.

## **8 Annual General Meetings**

The organisation's Secretary will give notice of the Annual General Meeting (AGM). Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from all elected Officers and a statement of the audited accounts.

Nominations for all Officer positions will be sent to the Secretary prior to the AGM.

Elections of Officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 10 members.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

**10 Dissolution**

A resolution to dissolve the organisation can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the organisation that remain will become the property of the Cambridgeshire Local Sports Network.

**11 Amendments to the constitution**

The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

**12 Declaration**

**The “Forever Active Forum representing Cambridge City” hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.**

Club Chair:

SIGNED: ..... DATE: .....

Club Secretary:

SIGNED: ..... DATE: .....