



CONSTITUTION

Registered Charity Number 1110887

CAMBRIDGESHIRE OLDER PEOPLE'S ENTERPRISE (COPE)

1.0 NAME

The name of the organisation shall be **Cambridgeshire Older People's Enterprise (COPE)**.

2.0 OBJECT

2.1 To develop the capacity and skills of the members of the socially disadvantaged community of older people within Cambridgeshire ("the area of benefit") in such a way that they are better able to identify and help meet their needs and to participate more fully in society.

3.0 MISSION STATEMENT

3.1 To promote and activate the interests and well being of people aged 50 or over ("Older People") after full consultation with majority agreement of the membership.

3.2 To take any actions or make representations in furtherance of object 2.1 and 3.1 after full consultation and with the support of the majority view expressed by the membership of COPE in a general meeting or otherwise.

3.3 COPE shall be non-party political run by and for the benefit of older people without discrimination.

4.0 MEMBERSHIP

4.1 Membership shall be open to all older people in the area of benefit.

4.2 Intending members shall apply to the Executive Committee on a Membership Form.

4.3 The Executive Committee may by a simple majority vote and for good reason refuse or terminate the membership of an individual. Individuals may appeal to the Executive Committee and may be accompanied by a friend.

4.4 Associate Membership shall be open to any person (whether or not he or she is aged 50 or over) who shares the aims of COPE and who wishes to participate in the work of COPE and such persons shall be designated "Friends of COPE".

5.0 EXECUTIVE COMMITTEE

5.1 The membership shall at the Annual General Meeting elect the Honorary Officers - a Chairman, Vice Chairman, Secretary, and Treasurer and up to 14 other members to constitute the Executive Committee.

5.2 Nominations for the Executive Committee must be received in writing 14 days before each AGM.

5.3 If there are insufficient nominations prior to the AGM, then nominations may be taken from the floor of the meeting.

5.4 Officers shall not hold office for more than three consecutive years except with the approval of the Annual General Meeting by a simple majority vote.

5.5 The Executive Committee, with powers to manage the affairs of COPE, shall consist of not less than 5 members and not more than 18, shall include the 4 Honorary officers listed above.

5.6 Co-opted Members may be appointed by the Executive Committee to fill a vacancy.

5.7 All members of the Executive Committee shall retire from office at the end of the 3rd year from the date of their election but they may be re-elected or re-appointed.

5.8 All members shall sign the minute book as a declaration of acceptance of office.

5.9 No more than two members of the Executive, at any one time, may be aged under 50 years of age.

5.10 A member will cease to hold office if he or she becomes permanently incapacitated by reason of mental disorder, illness or injury so as to be unable to carry on the work of the committee.

5.11 A member will cease to hold office if he or she is absent without permission from all meetings held within a six-month period and the Executive Committee resolves to remove them.

5.12 A member will cease to hold office if he or she notifies the Executive Committee of a wish to resign, unless this would leave fewer committee members than a quorum.

5.13.1 A minimum of six meetings of the Executive shall be held annually on dates to be defined at each meeting.

5.13.2 Special meetings of the Executive Committee shall be held upon the request of at least five members of the Executive Committee as and when necessary.

5.14 A quorum shall consist of 20% of the Executive Committee or 5 members whichever is greater.

- 5.15.1 The Executive Committee may appoint such sub-committees or working or action groups, as it deems necessary from time to time and may establish standing committees or ad hoc committees and may delegate authority for such committees or groups to take appropriate action to implement decisions where appropriate.
- 5.15.2 The Executive Committee shall have authority to over-ride such sub-committee or working group or action group (working group) and such working groups shall be directed to identify matters of concern, carry out investigations, suggest remedies, consult the membership and report back to the Executive as required by the Executive from time to time.

6.0 FORUMS (public meetings for Older People)

6.1 The Executive Committee will organise and hold as many Forums as are considered reasonable.

6.2 A special meeting of the Forum may be called either:

- a. As arranged at an Executive Committee Meeting
- b. By the Chairman on giving 14 days written notice to members.
- c. At the written request of not fewer than five members of the Executive delivered to the Chairman and followed by not less than 14 days written notice to Members.
- d. A quorum for all meetings of the membership will be 20 members or 10% of the membership.

7.0 ANNUAL GENERAL MEETING

7.1 A general meeting shall be held annually, not later than July, and if so decided by the Executive Committee, may precede a Forum.

7.2 All members of 21 days standing shall be entitled to a vote.

7.3 14 days written notice of date and venue of AGM will be sent to all members.

7.4 Nominations for Honorary officers and the Executive Committee shall be sent to the Executive Committee chairman 14 days before the date of each Annual General Meeting.

8.0 MEDIA

8.1 Public statement to the Media on behalf of COPE must have the authority of at least two honorary officers.

9.0 FINANCE

9.1 All funds received shall be kept in a bank account in the name of COPE and withdrawals therefrom shall require two signatures by the Treasurer, Secretary, Chairman or Vice Chairman. All money held by the Treasurer shall only be used to further the aims and administration of COPE.

9.2 The Treasurer shall keep proper books of account and report on the financial state of COPE at each Executive Meeting and shall prepare an income and expenditure account for each financial year which shall be subject to audit and shall be presented at the Annual General Meeting in each accounting year ending 31st March.

9.3 The accounts of COPE shall be open to inspection by any member of the Executive Committee at any reasonable time on giving prior notice to the Treasurer.

9.4 COPE shall appoint an independent honorary auditor.

10.0 ALTERATIONS TO THE CONSTITUTION

10.1 Any proposal to alter this Constitution must be made in writing to the Secretary who will bring the proposal to the next Executive Meeting, following receipt thereof and that Executive meeting shall decide how the proposal is to be dealt with.

10.2 If at that meeting the Executive Committee decides that the proposal should be put to members for decision then a special meeting shall be called for that purpose not earlier than 28 days after written notice and full details of the proposal shall be issued with the notice calling the special meeting.

11.0 DISSOLUTION

COPE may be dissolved by resolution passed at a special meeting called for the purpose not less than 28 days from the date of a notice calling the meeting and that notice shall state clearly the purpose for which the meeting is being called. A resolution, dissolving COPE shall be passed by a simple majority of members present and voting in a secret ballot.

12.0 DISTRIBUTION OF ASSETS ON DISSOLUTION

The assets of COPE remaining after discharging all debts due at the date of dissolution shall be distributed in such a manner as consistent with the objects of COPE, the Executive Committee may decide at the special meeting called to consider a proposal for dissolution provided that no part of the assets shall be transferred to any member or group of members of COPE.

Dated: 1st July 2013

Rhona Boorman
COPE Secretary

