



Dementia-friendly Alton



Dementia-friendly Alton 'Meeting Centre' Constitution

1) **NAME** - The name of the group shall be the Dementia-friendly Alton, hereafter referred to as the Group. The purpose of this group is to work alongside relevant healthcare organisations and local business / service providers to promote and provide a dementia-friendly environment within Alton and the surrounding area.

2) **OBJECTIVES**

The objectives of the Group shall be to:

- Provide awareness sessions for local group and businesses to disseminate the Dementia Friends message from the Alzheimers Society.
- Liaise with other health care professionals and stakeholders in identifying need for support groups / sessions and the associated planning, promotion and delivery of those support groups / sessions.
- Co-ordinate and / or deliver a variety of support groups for people with dementia and their carers.
- Refer any well being / health concerns to relevant health care professional with appropriate permission
- Disseminate information re support available via: other community groups and events; quarterly newsletter; local radio; website and social media

3) **POWERS**

In furtherance of the objectives, but not otherwise, the Committee of the Group may exercise the power to:

- (i) Promote dementia-friendly activities and services within the area and to work together with relevant stakeholders irrespective of age, sex, ethnicity, ability, religion or political view.
- (ii) Promote improvement in services by educating, encouraging and assisting the local population in dementia-friendly practice, working in partnership with similar groups and organisations.
- (iii) Invite and receive contributions and raise funds where appropriate, to finance the work of the Group, and to open a bank account to manage such funds.
- (iv) Publicise and promote the work of the Group and organise meetings, training courses, events or seminars etc.
- (v) Work with groups of a similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
- (vi) Employ care staff and engage volunteers (who may not all be members of the Committee) as are necessary to conduct activities to meet the objectives.
- (vii) Take any form of action that is lawful, which is necessary to achieve the objectives of the Group



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The Queen's Award
for Voluntary Service

4) MEMBERSHIP

- (i) Membership shall be open to anyone who has an interest in assisting the Group to achieve its aim and is willing to align with the powers of the Group.
- (ii) Where it is considered membership would be detrimental to the aims and activities of the Group or impact of the health of the individual, the Committee shall have the power to decline membership and may identify a more suitable role / activity for an interested party.
- (iii) Any member of the committee may resign his/her membership by providing the Secretary / Chair with notice.

5) COMMITTEE

- (i) The Group shall be administered by a committee of no less than three (3) people and no more than twelve (12), who must be at least 18 years of age. Members will be elected for a period of up to one year, but may be re-elected at the Group's AGM in June each year. There will be a quorum of three (3).

6) OFFICERS

- (i) The Group shall have a committee consisting of:
 - The Chairperson
 - The Treasurer
 - The Secretary
 - The PR Officerand any additional officers the Group deems necessary at the meeting required to carry out the required activities.

7) MEETINGS

- (i) The committee shall meet at least four times a year. Meetings shall enable the Group to discuss actions and monitor progress to date, and to consider future developments.
- (ii) Meeting dates are agreed by the Committee a year in advance, currently held from 5-6 pm on first Wednesday of March, June, Sept and Dec at Alton Community Centre.
- (iii) Minimum of three (3) committee members must be present in order for a meeting to take place.
- (iv) It shall be the responsibility of the Chairperson to chair all meetings or a designated deputy in his/her absence. All meetings must be minuted and accessible to interested parties.
- (v) The AGM shall take place in June each year, no later than three months after the end of the financial year.
- (vi) All members are entitled to vote at the AGM. Voting shall be made by a show of hands on a majority basis. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision.

8) FINANCE

- (i) Any money acquired by the Group, including donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Group. All funds must be applied to the objectives of the Group and for no other purpose.



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- (i) Bank account has been opened in the name of the Group. Any deeds, cheques etc relating to the Group's bank account shall be signed by at least two (2) of the following committee members: Chairperson; Treasurer.
- (iii) Any income/expenditure shall be the responsibility of the Chair and Treasurer who will be accountable to ensure funds are utilised effectively and that the Group stays within budget. Ongoing accounts shall be maintained and can be examined annually by an independent accountant who is not a member of the Group as required. Ongoing accounts are reviewed on a quarterly basis at Committee meetings and Annual financial report shall be presented at the AGM in June each Year. The Group's accounting year shall run from 01 April to 31 March.

9) ALTERATION OF THE CONSTITUTION

- (i) Any changes to this constitution must be agreed by a majority vote at a special general meeting.
- (ii) Amendments to this constitution or dissolution of the Group must be conveyed to the Secretary formally in writing. The Secretary and other officers shall then decide on the date of a special general meeting to discuss such proposals, giving members at least four weeks (28 days) notice.

10) DISSOLUTION

- (i) The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting. Any assets or remaining funds after debts have been paid shall be returned to the funding source where project money has not yet been spent and / or transferred to local charities or similar groups (i.e. Dementia-friendly Hampshire) at the discretion of the Committee.

The initial constitution was agreed and adopted at an interim AGM held on 2nd Dec 2019 on by:

Chair – Karen Murrell

Treasurer – Judy Aiken

Committee Member – Anne Heath

Committee Member – Stephanie Gardiner