

# CONSTITUTION FOR LAUGHARNE, ST CLEARS AND WHITLAND DEMENTIA FRIENDLY COMMUNITY ACTION GROUP

## **1. Name.**

The name of the Group is Laugharne St Clears and Whitland Dementia Friendly Community Action Group

## **Aim.**

The aim of the Group is to raise the profile of dementia within the community; challenge the myths and stigma; increase understanding and awareness; promote social inclusion in all areas of family and community life; give a voice to those living with dementia so their needs can be fully recognised and encourage people living with dementia to seek help and support.

## **2. Objectives.**

The objectives of the Group are to:

- a) Promote the aim through the media and organised events.
- b) Support the development of the Dementia Friends initiative within Wales and promote it within Laugharne, St Clears and Whitland and wider communities, working with local services and organisations.
- c) Liaise with community organisations.
- d) Take a collective and collaborative overview of services/activities currently in place for people living with dementia and their carers; to share good practice, provide opportunities for networking, identify gaps in provision and ensure a fully integrated approach.
- e) Develop an action group with representation from carers, key organisations and interested members of the community.
- f) Inform the work of the Carmarthenshire Dementia Action Board.
- g) Encourage adequate and appropriate training in local businesses and community groups
- h) Encourage businesses, community groups, and individuals to become 'Dementia Friends'

## **3. Powers.**

In order to achieve its aim, the Group may:

- a) Seek local sponsors.
- b) Raise money.
- c) Open bank accounts.
- d) Organise courses and events.
- e) Work with similar groups and exchange information and advice with them.

## **4. Membership.**

Membership of the Group shall be open to any individual over eighteen without regards to disability, political or religious affiliation, race, sex or sexual affiliation who is:

- a) Interested in helping the Group to achieve its aim.
- b) Willing to abide by the rules of the Group.

The membership of any member may be terminated for good reason by the Committee. The member concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

Members will be encouraged to attend Dementia Friends and Champions training given by the Alzheimers Society.

Members must be aware of the requirement for confidentiality to protect people living with dementia and their carers, and safeguard their welfare.

## **6. Management.**

The Group shall be administered by a Committee of not less than three and not more than ten individuals elected at the Group's Annual General Meeting (AGM).

The Officers of the Management Committee shall be:

- Chair
- Secretary
- Treasurer

The Committee may co-opt onto the Committee up to three individuals, in an advisory and non-voting capacity, that it feels will help to fulfil the aim of the Group.

The Committee shall meet at least twice a year.

At least two Committee members must be present for a Committee meeting to take place.

Voting at Committee meetings shall be by show of hands. If there is a tied vote, then the Chair shall have a second vote.

The Committee shall have the power to remove any member of the Committee for good and proper reason.

The Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum prescribed is not exceeded.

Progress of the Group shall be reviewed every six months.

## **6. The Duties of the Officers.**

The duties of the Chair shall be to:

- a) Chair meetings of the Committee and the Group.
- b) Represent the Group at external functions/meetings.
- c) Act as the spokesperson of the Group when necessary.

The duties of the Secretary shall be to:

- a) Keep a membership list.
- b) Prepare, in consultation with the Chair, the agenda for meetings of the Committee and the Group.
- c) Take and keep minutes of all meetings.
- d) Responsible for correspondence and flow of information
- e) Collect and circulate any relevant information within the Group.

The duties of the Treasurer shall be to:

- a) Supervise the financial affairs of the Group.
- b) Keep proper accounts that show all monies received and paid out by the Group.

## **8. Finance.**

All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.

Any bank accounts opened for the Group shall be in the name of the Group.

Any cheques issued shall be signed by two nominated members of the Management Committee.

The Group shall ensure that its accounts are audited or independently examined every year.

## **9. Annual General Meeting.**

The Group shall hold an Annual General Meeting annually.

All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.

The business of the AGM shall include:

- a) Receiving a report from the Chair on the Group's activities over the year.
- b) Receiving a report from the Treasurer on the finances of the Group.
- c) Electing a new Committee.
- d) Considering any matter as may be decided.
- e) At least eight members must be present for the Annual General Meeting and for any other General Meeting to take place.

## **10. Extraordinary General Meeting.**

An Extraordinary General Meeting may be called by the Committee or three members to discuss an urgent matter. The Secretary shall give members fourteen days notice of any Extraordinary General meeting together with notice of the business to be discussed.

**11. Alterations to the Constitution.**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at the Annual General Meeting. Any changes to the constitution should be formally proposed and seconded

**12. Dissolution.**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at the Annual General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another Group with a similar aim.

**13. Adoption of the Constitution.**

Until the first AGM takes place, the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was first adopted on \*\*\*\*\* and the Officers below were elected.

Name.....Barry Chapman.....

Address.....

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Signed.....

Name... Jayne Ann Jones.....

Address.....

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Signed.....

Name.....RegWyeth.....

Address.....

Signed.....

Coopted Members

Name.....Susan Smith .....

Address.....

Signed.....

Name.....

Address.....

Signed.....

