

## **CONSTITUTION**

- I NAME:** THE SCOTTISH PENSIONERS' FORUM
- II AIM:** "To advance pensioners' rights and welfare and to educate and unite Scotland's pensioners in order to present a collective voice to Government and other authorities on matters affecting retired people."
- III MEMBERSHIP:**
- (1) Any individual or organisation who subscribes to the aim of the Scottish Pensioners' Forum and accepts its Constitution shall be eligible for membership.
  - (2) There shall be four categories of members; affiliated. Organisations, individual pensioners, local forums and other interested and concerned individuals. Individual pensioners shall be defined as an individual of age which makes him/her eligible to receive a retirement pension from the State or other sources.
- IV MEMBERSHIP FEES**
- (1) There shall be four categories of annual membership fee:
    - Affiliated organisations £35
    - Individual pensioners £5
    - Local Forums £12.50
    - Other individuals £12.50
  - (2) Payment of the correct annual minimum membership fee shall entitle an affiliate organisation, individual pensioner, or other individual to full rights under the Constitution of the Scottish Pensioners' Forum, except in relation to attendance at the Forum's Annual Conference as specified in Clause VII, paragraph (1).
  - (3) Annual membership fees shall become due on 1 April each year and should be paid as soon as possible after that date.

## **V THE EXECUTIVE COMMITTEE:**

### **(1) COMPOSITION**

The Scottish Pensioners' Forum Executive Committee shall be composed as follows:

- 1 member nominated by Age Scotland.
- 4 retired trades' union members nominated by the STUC.

Other members shall be drawn from each of the following categories:-

- 4 members from Regional Pensioners' Forums
- 2 members from Scottish Churches
- 2 members from Ethnic Minority Organisations
- 1 member from LGBT organisation
- 9 members from Other Affiliated Organisations
- 5 members drawn from Individual Pensioner Members
- 2 members drawn from Other Individual Members

To be nominated by organisations/individuals falling within each category and elected at the Scottish Pensioners' Forum Conference by ballot, on the basis of one vote per delegate.

Should any of the above groups fail to make a nomination for three (3) consecutive years, the Executive Committee will have the right to declare that that position on the Executive has been forfeit and may be allocated to another eligible organisation.

The Forum's Executive Committee shall have the power to co-opt up to 6 additional members to serve on the Executive Committee to ensure the Committee is representative of Scotland's pensioners.

In the event that a member of the Executive Committee cannot attend a meeting, they can provide **one** named substitute to attend in their absence, up to a maximum of 3 meetings per year.

### **(2) NOMINATIONS:**

Nominations for elections to the Executive Committee must be in the hands of the Secretary of the Scottish Pensioners' Forum 21 days before the date of the Forum's Annual Conference.

Nominations for the Individual Pensioner Members category must be signed by two members of this category.

Nominations for the Other Individual Members category must be signed by two members of this category.

No person shall be entitled to stand as a candidate for election to the Executive Committee in more than one category.

**(3) FUNCTIONS:**

- (a) To be responsible for the day to day running of the Forum, dealing with all matters relating to administration, including the appointment of a Secretary to the Forum, finance and the employment of staff, in line with the aims of the Forum.
- (b) To discharge its functions in order to further the aims of the Scottish Pensioners' Forum having due regard to involving all its affiliated organisations and members.
- (c) To elect from amongst its members a Chairperson, Vice-Chairperson, Treasurer and other Office Bearers, as it sees fit.
- (d) To appoint such Sub Committees as it deems necessary to discharge its functions.
- (e) To be responsible for arranging and convening an Annual Conference of its individual members and affiliated organisations. The Executive Committee shall report to the Annual Conference on the work of the Forum, and provide Annual Conference with the opportunity to elect the Executive Committee, and Auditors, and to discuss the work of the Forum.
- (f) To be responsible for co-opting members onto the Executive Committee, as prescribed in Clause V(1) of the Constitution and in the event of a vacancy occurring between Conferences, by whatever means it sees fit.
- (g) To categorise organisations and individuals for the purpose of nomination and election to the Executive Committee.
- (h) To submit to the Annual Conference proposals affecting the aims and the work of the Forum.
- (i) To be responsible for arranging and convening a Special conference of its individual members and affiliated organisation. The Executive Committee shall submit to the Special Conference a proposal affecting the aims and work of the Forum.
- (j) To propose to the Annual Conference or Special conference on a two thirds majority of Executive Committee members voting, such amendments to the Constitution as it deems necessary.

- (k) To organise and encourage regular local and regional meetings of affiliated groups and individual members in order that they may have a greater input on matters affecting the aims of the Forum.
- (l) To receive and approve membership applications to the Forum.
- (m) To liaise with constituent member organisations and where appropriate, to organise and facilitate campaigns for the betterment of Scotland's pensioners and call meetings for such purposes.
- (n) The Executive Committee shall meet for not more than seven ordinary meetings annually.

## **VI FINANCE:**

- (1) The financial year shall be for a fixed date as decided by the Executive Committee.
- (2) The Forum shall have an external auditor, elected by the Forum's Annual Conference, on the basis of one vote per delegate.
- (3) Proposals for auditors must be in the hands of the Secretary of the Scottish Pensioners' Forum 21 days before the date of conference.

## **VII SCOTTISH PENSIONERS' FORUM ANNUAL CONFERENCE:**

- (1) The Annual Conference of the Scottish Pensioners' Forum shall be arranged and convened by the Executive Committee annually. Every individual member who has paid the annual membership fee shall be entitled to attend the Annual Conference as a delegate and every affiliated organisation which has paid the annual membership fee shall be entitled to not more than 12 delegates.

A new member of the Forum shall be entitled to attend the Annual Conference as a delegate only if his or her membership commenced 2 calendar months or more before the date of the Annual Conference. Any new member who joins the Forum less than 2 calendar months before the date of the Annual Conference shall be entitled to attend as an observer.

A new affiliated organisation shall be entitled to send delegates to attend the Annual Conference only if its membership commenced 2 calendar months before the date of the Annual Conference. Any new affiliated organisation which joins the Forum less than 2 calendar months before the date of the Annual Conference shall be entitled to not more than 12 observers.

- (2) The Annual Conference shall receive a report of the Executive Committee's work during the preceding year, shall discuss the future

work of the Forum, and shall elect the Forum's Executive Committee and shall elect two auditors.

- (3) All affiliated organisations and individual members must be notified of the date, time and venue of the Annual Conference at least 14 days beforehand.
- (4) Voting at the Annual Conference shall be by ballot on the basis of one vote per delegate in attendance.
- (5) No person shall act as a delegate for more than one organisation, or in more than one capacity.
- (6) The Executive Committee shall have the authority to invite organisations to send observers. Observers shall be permitted to speak but not to vote.

### **VIII SCOTTISH PENSIONERS' FORUM SPECIAL CONFERENCE**

Rules relating to Annual Conference shall apply to Special Conference also, with the exception of existing VII (2), which is replaced by the following:

The Special Conference shall receive a report from the Executive Committee on the purpose of the Conference, shall discuss, and shall vote on the issue.

### **IX AMENDMENTS TO CONSTITUTION**

The Constitution may only be amended by the Scottish Pensioners' Forum Annual or Special Conference, on a two thirds majority of votes cast. Notice of proposed amendments must be in the hands of the Secretary of the Scottish Pensioners' Forum 21 days before the date of the Conference.

Amendments submitted by Individual Pensioner Members must be signed by two Individual Pensioner Members.

Amendments submitted by Other Individual Members must be signed by two Other Individual Pensioner Members.

### **X DISSOLUTION**

The Forum cannot be dissolved except by a resolution to this effect receiving a two thirds majority of votes cast at an Annual Conference. Should it be agreed that the Forum be dissolved, the Executive Committee shall have the power to dispose of any assets held by or on behalf of the Forum. Any assets remaining after satisfaction of any proper debts and liabilities shall be given or transferred to other organisations having similar objectives to the Forum.