



## **FOUR RIVERS DEMENTIA ALLIANCE**

### **CONSTITUTION**

**1. NAME – ‘FOUR RIVERS DEMENTIA ALLIANCE’**

Referred to as ‘The Alliance’ throughout this document as

**2. THE AIMS OF THE ALLIANCE**

To improve the lives of people living with dementia and their families by raising awareness and reducing stigma by sharing ideas, promoting good practice, sharing and developing resources and partnership projects to build ‘Dementia Friendly’ communities.

**3. AREA SERVED BY THE ALLIANCE**

Twenty South Hams communities bordering the Rivers Avon, Erme, Plym and the Yealm which are: Bickleigh, Brixton, Cornwood, Diptford, Ermington, Harford, Holberton, Ivybridge, Kingston, Modbury, Newton & Noss, North Huish, Rattery, Ringmore, Shaugh Prior, Sparkwell, South Brent, Ugborough, Wembury and Yealmpton .

**4. MEMBERS OF THE ALLIANCE**

Members are any volunteer or supporter who contributes to the aims of the Alliance.

**5. ASSOCIATED ORGANISATIONS**

Any organisation that shares the aims and values of The Alliance, may become an Associated Organisation, with the approval of the Steering Group. An Associated Organisation however does not have a vote. Individuals who are members / volunteers of both The Alliance and an Associated Organisation have only one vote as a member of The Alliance.

**6. STEERING GROUP**

The Alliance will be supported and managed by a Steering Group, consisting of the Chairperson, Officers and other representatives appointed at the Annual General Meeting (AGM).

**7. CARRYING OUT THE AIMS**

In order to carry out the aims of The Alliance, the Steering Group has the power to:

- a) Raise funds, apply for and receive grants and donations
- b) Apply such funds to carry out the work of The Alliance
- c) Cooperate with support other groups and charities in the promotion of dementia friendly communities
- d) Undertake lawful activities necessary to achieve the aims of The Alliance

**8. RULES FOR THE ANNUAL GENERAL MEETING (AGM)**

- a) The AGM must be conducted annually, with at least 21 days notice given to all members, informing them of the agenda. Minutes must be kept of the AGM.
- b) There must be at least three members present at the AGM.
- c) Each member attending the AGM has one vote.
- d) In the event of a tied vote the Chairperson shall have the casting vote.
- e) The Chairperson will present the annual report and the Treasurer will present the accounts.
- f) Any member attending the AGM may stand for election to the Steering Group, with an appropriate nomination and second.
- g) The named posts of Chairperson, Treasurer and Secretary will be elected to serve for the following year. These Officers may stand for re-election.
- h) At the AGM the members shall appoint an appropriate person to independently examine the yearly accounts and to sign these off.

#### **9. STEERING GROUP AND VOLUNTEER MEETINGS**

- a) The Alliance Steering Group will meet at least quarterly.
- b) Volunteer and Organisation meetings will usually be held every six weeks in person or by Zoom. Minutes shall be kept of the six weekly meetings.
- c) At least three members of The Alliance must be present at the six weekly meetings in order for decisions to be made.
- d) The Alliance may establish sub-groups to achieve its aims. However, any such groups must not undertake legal or financial decisions without the prior authority from the Steering Group.
- e) Should a Steering Group member have a conflict of interest then they should declare it and may leave the meeting while a decision is discussed or made.

#### **10. MONEY AND PROPERTY**

- a) Any money and property must only be used for the purposes of The Alliance.
- b) The Treasurer must keep accounts. The most recent accounts can be seen by any member or volunteer on request.
- c) Money must be held in the bank account of The Alliance. All cheques must be signed by 2 signatories, who are authorised by the Steering Group, neither of which shall be related or live at the same address.
- d) Members or volunteers cannot receive any money or property from The Alliance, except to refund reasonable out of pocket expenses.
- e) As part of a project funded by grants a third sector employee may receive payment from The Alliance.
- f) The financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March each year.

#### **11. AN EXTRAORDINARY GENERAL MEETING**

If any member or volunteer considers it necessary to change the constitution or curtail the function of The Alliance and it is not within 21 days of an AGM, then the proposal must be put in writing, seconded and put to the Steering Group who must call an Extraordinary General Meeting (EGM). All members or volunteers must be give 21 days' notice and the reason for the Extraordinary General Meeting. All decisions require a two third majority of those attending the Extraordinary General Meeting. In the event of a tied vote the Chairperson will have the casting vote.

- a) There must be at least 3 persons present at an Extraordinary General Meeting.

- b) The Steering Group may also call an Extraordinary General Meeting to consult members and volunteers.
- c) Changes to the constitution can be made at either an Annual General Meeting or an Extraordinary General Meeting.

**12. CURTAILING THE FUNCTION OF THE ALLIANCE**

In the event that plans are to curtail The Alliance, then any money or property remaining after payment of all debts must be given to a non profit making or voluntary organisation with similar purposes.

**13. FORMATION AND FURTHERANCE OF THE ALLIANCE**

This constitution was adopted on 6<sup>th</sup> March 2018 by members and volunteers who attended the Annual General Meeting.

The constitution will be reviewed by members and volunteers as part of each Annual General Meeting and a list of the names attending the meeting will be supplied and filed for reference for the following year.

Each person who volunteers for Four Rivers Dementia Alliance will have access to the Constitution via the website and agree to abide the guidelines.

**Chairperson** – Elizabeth Hitchins

Date: March 2024

Signed.....*E Hitchins*.....