

## CONSTITUTION

### DEFINITIONS

Corporate Members – Means those members of WDAA who are not individuals.

Dementia Friendly Communities – Shall mean locations, areas, communities or sub-groups designed for the needs of those living with dementia and their relatives and providing a caring, supporting environment.

Steering Group – Means the management committee of WDAA.

Strategies – Shall mean the National Dementia Strategy 2009 – Living well with Dementia; Prime Minister’s Challenge on Dementia 2020; Dementia 2012 – A National Challenge.

### 1 NAME

The organisation shall be called The Worthing Dementia Action Alliance (WDAA)

### 2 OBJECTIVES

The organisation’s objectives are:

- (a) To develop Dementia Friendly Communities for people with dementia, their carers and families, voluntary and statutory services, businesses and the wider community.
- (b) To seek membership from businesses, organisations and community groups in and around Worthing and District.
- (c) To assist the formation of other local Dementia Action Alliances.
- (d) To establish and maintain effective support through information sharing networks.
- (e) To ensure that the voices of people with dementia, their carers and families are heard and guide the work of the WDAA.
- (f) The WDAA shall not be used as a platform for self-promotion, political promotion or marketing of a business or service.
- (g) The WDAA may change its objects from time to time with the approval of a majority of the members.

### 3 MEMBERSHIP

Membership is open to relevant local individuals, carers and organisations that are committed to the objectives of the Steering Group. Individual members can be carers of people with dementia, or representatives of businesses or organisations with an interest in improving the lives of people living with dementia. The Steering Group is created to help connect the community and ensure the community is working together with the same aims.

Members of the WDAA:

- (a) Agree to take responsibility for and deliver their own actions to help improve lives of people living with dementia in the Worthing and surrounding area, their carers and families.
- (b) Attend meetings to discuss and update actions.
- (c) Increase public awareness and understanding of dementia through their involvement in the WDAA.
- (d) Network, share information and ideas, and support joint learning amongst members of the alliance and other local Alliances if applicable.
- (e) Work towards creating a Dementia Friendly Community.
- (f) The Steering Group will keep a register of names and addresses of the members and it is a condition of membership of the WDAA that the individual members agree to this information being held by WDAA.
- (g) Every member, including Corporate Members, have one vote.

#### 4 TERMINATION OF MEMBERSHIP

Membership will be terminated in the following circumstances:

- (a) if WDAA ceases to exist or is disbanded;
- (b) if any member resigns by giving notice to the organisation;
- (c) if the individual member dies;
- (d) If a Corporate Member ceases to exist or enters insolvency;
- (e) Should the Steering Group at any time determine that in their absolute opinion it would not be appropriate or desirable for a Member to continue with their membership of WDAA.

#### 5 MEETINGS

- (a) The WDAA will hold an Annual General Meeting each year with 14 days' notice given to all members and an agenda circulated in advance.
- (b) An AGM shall be held not later than 15 months after the preceding AGM.
- (c) The Steering Group will present an annual report and accounts to the AGM.
- (d) Steering group meetings shall be held at least four times a year.
- (e) The Steering Group may call a Special General Meeting (SGM) at any time.
- (f) The Steering Group must also convene an SGM if requested to do so by at least 10 members or one-tenth of the members, whichever is greater. The request must state the nature of the business to be discussed.
- (g) Meetings should have a quorum of at least four members to convene a meeting. If a vote is required a minimum of 20% of the current membership should be present (one of whom should be the Chair or Secretary).
- (h) Any vote taken at either a Steering group meeting, special general meeting or an AGM shall be on a

show of hands and a majority vote will be required for any issue to be voted upon.

## 6 CHAIR

General Meetings shall be chaired by the person who has been elected as Chair by the members from persons who have nominated themselves for the role. The Chair will serve for a period not exceeding 15 months at any one time but may be re-elected by the members at an AGM. Steering Group meetings will be chaired by the person who has been elected as Vice-Chair.

## 7 OFFICERS

(a) The organisation and its property shall be managed and administered by a Steering Group drawn from sectors supporting people with dementia and their carers. It will comprise officers and other members elected in accordance with this Constitution.

(b) The organisation shall have the following officers: Chair and Vice Chair. In the future a Secretary and Treasurer may be required. The Steering Group may nominate other officer roles as they deem necessary. The steering group will include, where possible, at least 2 carers of people living with dementia and one person diagnosed with dementia. Any member of the Steering Group shall serve for a period not exceeding three years but may be re-elected for subsequent periods of officers. Any member of the Steering Group may be asked to resign at any time by a majority vote of the members.

(c) The organisation's Annual General Meeting will elect Officers as required. It shall consist of no more than 14 Officer members.

(d) Officer members will serve until the conclusion of the next AGM after their election and are eligible for re-election.

(e) The Steering group may fill casual vacancies as necessary.

(f) The Steering group may appoint or co-opt such persons as it thinks fit as advisors.

(g) The Steering group shall meet a minimum of four times per year.

(h) The Steering group may establish sub-committees to achieve specific outcomes. Such sub-committees may not enter into any agreement (legal/financial) with other bodies.

(i) The Steering group may decide to remove members from office in the event that in the reasonable opinion of the Steering group that member no longer has sufficient capacity to make decisions effecting the WDAA.

## 8 FUNDS

(a) Money and property must only be used to achieve the organisations objectives.

(b) The Steering group will have the power to raise funds by appeal, grant, donations or other means.

(c) The Steering group will be required to keep accounts and have the power to open a bank account on behalf of the WDAA. Cheques issued on this account should bear the signature of 2 officers.

## 9 DISSOLUTION

The members may pass a resolution before or at the same time as the resolution to dissolve the organisation

specifying the manner in which the Steering Group are to apply the remaining assets of the organisation. The funds will be transferred to another organisation with similar aims.

#### 10 ALTERATIONS TO CONSTITUTION

Amendments to this Constitution may be made only at a General Meeting. A simple majority will decide.

Date of Adoption: 10 October, 2017

Signature of Officers:

Major Tom Wye, MBE, Chairman Worthing Dementia Action Alliance

Cllr Robert Smytherman, Chairman, Steering Group, Worthing Dementia Action Alliance