

CONSTITUTION OF THE RETIREMENT HOUSING GROUP

NAME: this unincorporated body shall be known as the Retirement Housing Group (RHG).

OBJECT: to increase housing choices for older people in the UK by advancing and promoting the case for retirement housing. To seek to do this by raising the profile of all forms of accommodation for older people, by working to influence planning, housing, social care, legal and housing management policy, both nationally and locally, and by bringing the issues of residential accommodation for older people to the attention of decision makers and opinion formers.

DEFINITIONS:

'Retirement housing'

- a. encompasses all types of accommodation designed to meet the housing and care needs of older people ranging from independent living to extra care and specialised accommodation choices. The ethos is for the accommodation, facilities and services provided to enable residents to maintain the maximum degree of independence for as long as possible.
- b. can be distinguished from general housing because:
 - it will provide some shared services and facilities for residents and will be designed to be easily accessible
 - each household has fully independent, accommodation within a group setting
 - accommodation is designed and equipped to enable social/ personal (but not generally nursing) care to be provided in the individual's home if required.

- c. is often better equipped to support older people to remain in familiar surroundings if affected by a deterioration in health. Additional services can include onsite nursing care and specialist dementia care.

'Older people' are now defined in the Glossary to the National Planning Policy Framework as 'People over retirement age, including the active, newly-retired through to the very frail elderly, whose housing needs can encompass accessibility, adaptable general needs housing for those looking to downsize from family housing and the full range of retirement and specialised housing for those with support and care needs'.

POWERS: the Retirement Housing Group will raise annual subscriptions and other levies, as approved by the membership, undertake research, publish documents, make representations to Government, local authorities and other bodies and undertake whatever other activities in pursuit of its objectives that members may, from time to time, agree.

MEMBERSHIP: membership of the Retirement Housing Group is open to developers of all types of housing designed for older people, to managers of such properties and to other trade bodies, charities and professions involved in such work, including firms and consultancies advising any of these bodies. Membership applications will be made to the Secretary, who will submit the application to the Officers for approval. Officers can reject applications for membership at their discretion.

Members will remain in membership as long as their subscriptions are up to date.

In the event of a member's resignation, paid subscriptions and levies will not be refunded.

The Officers have discretion to suspend a member acting in a way which could undermine the objectives of the Group pending a decision on expulsion which will be taken by the members at the next full meeting.

Members may choose to appoint Honorary or other associate categories of membership.

SUBSCRIPTIONS AND LEVIES: the Officers will recommend the level of subscriptions for the next calendar year and any levies that may be appropriate to further the work of the Group, which can be agreed at any time during the year. These recommendations will be submitted to the membership for approval at the final meeting of the year when the budget is agreed. Subscriptions or levies will be payable within 30 days of receipt of a subscription invoice.

MANAGEMENT: the Retirement Housing Group will be managed by its Officers, comprising no more than five members, including the Chairman, Past Chairman and Honorary Treasurer. The Officers will normally meet three times a year and a minimum of twice a year.

The Officers will present proposals for annual subscriptions, budgets and programmes of activities to meetings of all the members. Such meetings will normally occur three times per year and a minimum of twice a year.

Members may establish other Committees, working groups and other ad hoc groups as may be required from time to time and appoint consultants and specialists who may be paid, as required. A Secretary will be appointed to arrange meetings, prepare agendas, take and circulate minutes and undertake any other duties agreed by the members. The Secretary may be paid, as agreed by the membership.

With the approval of at least three Officers the Secretary may contract with consultants or third parties for any work approved by a majority of the membership.

GENERAL MEETINGS: there will be one Annual General Meeting each year at which an annual report and statement of accounts will be presented by the Chairman for approval by a majority of the membership present and voting.

A majority of members present and voting at a meeting will be required to pass any resolution.

The Chairman and members of the Offices Group will be elected at the Annual General Meeting and an independent examiner will be appointed for the subsequent year. A quorum for this meeting will be 10 members.

Any ten members may, by writing to the Chairman, copy to the Secretary, call a Special General Meeting of the entire membership and members will be given 28 days notice of any such meeting.

FINANCE: the balances and subscriptions raised by the Retirement Housing Group from members may only be used for the objects of the Group and for no other purpose and should be used only to implement an agreed programme and budget. A bank account will be opened to receive and hold balances and subscriptions and to pay properly authorised suppliers. The accounts, including bank balances, will be independently examined. The Group will be voluntarily VAT registered in order to recover VAT on invoices received by suppliers, consultants and others.

The Officers will ensure that at all times the cash balances exceed all outstanding liabilities and that £5,000.00 indexed by RPI should be held in reserve unless special circumstances arise to vary this requirement, such

special circumstances to be approved by a majority of members present and voting at a meeting.

AMENDMENTS TO THE CONSTITUTION: this constitution may be altered only by its members at a special general meeting or AGM of which proper notice has been given to the members. A quorum for a meeting held for such a purpose will be 10 members.

DISSOLUTION: the Retirement Housing Group may be wound up following a majority decision at a special meeting, which must be quorate.

Any remaining funds will be distributed equally amongst existing members when all liabilities have been met.

Amended and adopted 27 March 2014