



Constitution

Name of organisation

Parent **and** Carer Support Group - Walsall/Wolverhampton and surrounding areas

Aims

- i) To provide a **peer** support group at least twice a month over a full calendar year; to enable;
 - A) Parents, Carers and Guardians who **Must care for** children/adults with Additional Needs and those suspected/diagnosed conditions..
- ii) To Connect members, potential new Members and where appropriate professionals to local services and organisations from relevant sectors, including but not Limited to Statutory agencies, private, voluntary and community sector through the provision of but not limited to
 - Speaker events
 - Training Courses
 - Information events
 - Specialist subject events/conferences
 - Courses (specialised and individual subject)
 - Consultations including Involvement in their Local Decision Making
 - Liaison with local parent carer forums in each area as required by a nominated representative
 - Activities put on for Children/Adults diagnosed with Additional Needs and their siblings, parents, carers and/or guardians
- iii) Through the provision of a support worker **at least 3 times per year**, subject to funding, remove barriers to accessing support groups for those members /potential members who have experience **difficulties** to attend due to barriers including Childcare, Mental health difficulties or family support.
- iv) To host an **informal** networking and feedback events at least once a year to provide updates to Members and celebrating successes.
- V) To hold **a** community funday at least once every two years to provide members, potential new members and their children the opportunity to participate in events together, access opportunities on their doorstep and promote inclusiveness to all with the provision of support for those in need including children and siblings.

Vi) To look at opportunities to host the meeting at different venues across the operating geographical area, providing equality of opportunity, including accessibility and access to sensory related rooms where possible.

Vii) Undertake fundraising activities for the purpose of Promotion of the peer support group and raising funds for the Group for activities as agreed by the committee.

Viii) Through the use of zoom, website - members area and online platforms - host a series of Webinars, Training and virtual support groups.

Members

- 1) Our membership base will consist of Parents, Carers and Guardians who **must care for an individual** (children/adult) with Additional Needs and those suspected/diagnosed.
- 2) Members may also include, individuals (**adults**) with additional needs, disabilities and/or suspected or diagnosed Conditions who **must care for an individual** (children/adult) with Additional Needs and those suspected/diagnosed.
- 3) Members will be residents of Walsall, Wolverhampton and surrounding areas.
- 4) On occasion **professionals** will attend relevant interlinking special events or Information days relevant and appropriate for the audience in Parents and Professionals.
- 5) We will encourage schools, statutory organisations to sign up to our newsflash emails.
- 6) All Membership forms will be entered into a secured spreadsheet and Registration Forms will be shredded following the recorded entry under GDPR.

Equal Opportunities

All members, services and organisations utilised and/or contracted will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Committee and officers

The Committee shall hold at least 3 meetings each year. They will elect a chair, vice chair, treasurer and secretary at our first meeting.

At least 3 Committee members must be at a committee meeting to be able to take decisions. Minutes/Action points shall be kept for every committee meeting.

The Committee must keep accounts which may be viewed by any member on request.

During the year, the Committee may appoint up to 6 extra members on to the Committee who will stand down at the next AGM but are eligible for re-election.

The Committee may make reasonable additional rules for the proper conduct and management of the group. These rules must not conflict with this constitution or the law.

AGM and other meetings

A yearly Annual General Meeting will be held annually before the end of the financial year, whichever comes first.

- a. The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda.
- b. There must be at least 3 members present at the AGM.
- c. The Committee shall present the annual report and accounts.
- d. Any member may put themselves forward for election as a Committee member at the AGM.
- e. Every member has one vote.
- f. Members shall elect between 3 and 10 members to the Committee. They will retire at the next AGM and may stand for re-election

Rules of procedure/policy

Policies/Procedures will be drawn up and signed off by the committee at the First Meeting.

Procedures clearly documented for

- Joining and Membership registration processes
- Financial procedures inc use of contracts
- Publicity and use of logo
- General Data Protection Regulations
- Safeguarding Nominated Officer and policy
- Equal opportunities
- Complaints
- Risk Assessment
- Health & Safety Policy
- Committee Member Code of Conduct

CARRYING OUT THE PURPOSES

In order to carry out the purposes, the Committee has the power to: -

- A) raise funds, receive grants and donations
- B) buy or sell property, take on leases and employ staff
- C) co-operate with and support other groups with similar purposes
- D) do anything else within the law which is necessary to achieve the purposes

Finances

- 1) Funds must be held in the group's bank account. All cheques must be signed by 2 Committee members.
- 2) Funds cannot be used to pay Committee members **except to** refund legitimate expenses or roles undertaken and agreed by the committee via organisation or through self employment with the appropriate insurance.
- 3) Funds and property must only be used for the purposes of the group
- 4) The group is a constituted voluntary great and not for profit.
- 5) All funds raised will be utilised for the aims of our constitution And associated activities.

Changes to the constitution & Dissolution

Special General Meetings may be called by the Committee for the following reasons. All members must be given 14 days notice and told what change is proposed.

- (1) **Changing the Constitution** - The constitution may be changed by a two thirds majority of members present and voting at a Special General Meeting.
- (2) **Emergency Special General Meetings** – to allow the members to decide on important issues.
- (3) **Winding up** – the group may be wound up by a two thirds majority of members present and voting at a Special General Meeting. Any money or property remaining after payment of debts must be given to a group with similar (charitable) purposes.

J SETTING UP THE GROUP

This constitution was approved on **10th July 2019** by the people whose signatures appear below. They will be the Committee until the first AGM, which must be held within one year of this date.

Date	Approved
10/7/2019	Alison Fisher - Chair
10/7/2019	Julieth Abrahams - Vice Chair
10/7/2019	Richard Gibbs - Treasurer
10/7/2019	Debra Jones - Secretary
10/7/2019	Maxine Joesbury - Vice Secretary/Admin
10/7/2019	Elisha Smith - Social Media/Publicity/Equality

REVIEW RECORD

Date	Reason for change	Approved
24/10/2019 (electronic approval)	Name Clarification Safeguarding Update Financial Update	Chair - Alison Fisher Secretary - Debra Jones Vice Secretary - Maxine Joesbury Vice Treasurer - Margaret Williams Non role Committee Members - Natalie Weymouth Elizabeth Flowers
30/10/2019 Special Committee Meeting (continued from 23/10/2019)	Name Clarification Safeguarding Update Financial Update	Treasurer - Richard Gibbs Vice Chair - Julieth Abrahams
9/7/2020	Aims Clarification`	Chair - Alison Fisher Vice Chair - Julieth Abrahams Treasurer - Margaret Williams Vice Treasurer - Elisha Edwards Secretary - Debra Jones Vice Secretary - Chris Joesbury Website/Admin - Maxine Joesbury Fundraising/Events - Emily Whiston Non Role member - Mark Aston Non Role member - Elizabeth Flowers



Appendix 1

Constitution Supporting Documents

Please tick, sign and date to confirm that you have read all the documents and agree to adhere by all.

- Committee Roles and nominated officers
- Joining and Membership registration processes
- Membership Rules
- Financial procedures inc use of contracts
- Publicity and use of logo
- General Data Protection Regulations
- Safeguarding
- Equal opportunities
- Complaints
- Risk Assessment
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Signed.....

Date