

Constitution

Parent Carer Forum Devon and its money will be administered and managed in accordance with the provisions in this constitution. Adoption of this constitution as of the date it is signed. This constitution sets out the rules by which Parent Carer Forum Devon will be governed. These are legally binding on the members.

The Parent Carer Forum Devon

The name of the group is Parent Carer Forum Devon.

The Aims and Objectives

To be the strategic consultative body within Devon County Council boundaries representing families of children with special and additional needs, providing a liaison point for Statutory and Voluntary Agencies within Devon

To consult with and inform our membership with a view to ensuring that all children in Devon County Council boundaries with special and additional needs have the best possible outcomes. These outcomes may be updated from time to time in the light of changes to national and local policy.

Powers

In furtherance of the aims and objectives the group may:

- Employ and remunerate staff.
- Raise funds by any lawful means except permanent trading.
- Accept gifts and donations for the group.
- Do anything else within the law which is necessary for the group to carry out their aims and objectives.

Application of the income

- 1) The Parent Carer Forum Devon funds shall be applied solely towards the promotion of the aims and objectives.
- 2) Any member may be given reasonable and proper remuneration for any goods and/or services bought on behalf of or for Parent Carer Forum Devon.
- 3) Travel costs, material costs and venue hire, may all be claimed from the funds, when they are for Parent Carer Forum Devon.
- 4) Members should complete an official Expenses Form including relevant invoices and receipts, for payment of expenses. These will be agreed by a nominated Steering Group member and paid from Parent Carer Forum Devon funds
- 5) Funds are currently held by Devon Communities Together
- 6) Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).
- 7) If Parent Carer Forum Devon is dissolved and there are funds in the bank, the law states that it should pass on any remaining assets to another charitable body. The Steering Group members at the time will vote for a relevant charity whose beneficiaries are children with special and/or additional needs and/or their families.

Membership

- 1) Membership is open to family members and carers of any child or young adult with special and/or additional needs, up to the age of 25 years and who live in or receive services in Devon. Bereaved members are still able to be members for up to 3 years
- 2) There will also be an associate membership for practitioners, both within the Voluntary and Statutory sectors. This membership will have no voting rights, but will be kept up to date with Parent Carer Forum Devon's newsletter and will be able to attend Open Meetings.
- 3) Membership is not transferable.
- 4) Steering Group members must keep a register of members, either in a written form or held on computer and will ensure compliance with Data Protection Act 1988.

- 5) Each member is entitled to one vote.
- 6) Any member may request to be removed from the list at any time and no longer receive the newsletters.
- 7) If the committee considers that any member's conduct is in any way harmful to the aims and objectives of Parent Carer Forum Devon the Steering Group will reserve the right to terminate membership.

Management/Meetings

- 1) Parent Carer Forum Devon will be managed by a Steering Group. This will comprise of a minimum of 6 and a maximum of 12 members. This will include a Chair or Co-chairs. Other roles within the Steering Group will be appointed as and when required.
- 2) The inaugural Steering Group members and officers shall be those elected at the initial AGM. The Steering Group members will be annually elected from the full membership of Parent Carer Forum Devon at the AGM.
- 3) Any Steering Group Member wishing to be elected to a role will need to seek nomination by members of the Steering Group at the first meeting following the AGM.
- 4) The Steering Group may appoint sub-committees to carry out specific tasks and delegate specific powers as necessary. Sub-committees must report back to Steering Group for ratification of any decisions.
- 5) The Steering Group may have no more than two co-opted members whom will not be entitled to vote
- 6) A quorum of one-third of the Steering Group will be needed to hold a meeting.
- 7) There should be a quorum of no less than 3 members including a co-chair present for a decision to be made.
- 8) Each member has one vote.
- 9) The Steering Group must meet at least three times a year.

10) A General Meeting can be called by at least 4 members of the Steering Group when some special or urgent business has to be considered. Such meetings will be called in writing 21 days in advance. A quorum for such meetings shall consist of a minimum of 8 Members or 5% of the membership. The same rules shall apply to Annual General Meetings.

Amendment to the Constitution

This document may only be amended by a resolution passed at a General Meeting

Date: 2nd December 2019

Signed: Julia Bonell
Ursula Easton-Pool
Faye Maylam
Victoria Mitchell
Julia Sanchez