

Sheffield Parent Carer Forum

Constitution

Name

The name of the group shall be **Sheffield Parent Carer Forum**.

Aim

The aim of the Forum shall be to give a voice to parents and carers of children and young people (0-19) with disabilities and/or special educational needs in Sheffield.

Powers

In order to achieve its aim the Forum may:

1. Raise money.
2. Open bank accounts.
3. Acquire and run buildings.
4. Take out insurance.
5. Employ staff.
6. Organise courses and events.
7. Work with similar groups and exchange information and advice with such groups.
8. Do anything that is lawful which will help the Forum achieve its aim.

Membership

Full membership of the Forum shall be open to any individual over eighteen, without regard to disability, political or religious affiliation, race, sex or sexual orientation who is:

- the parent or carer of a child or young person (0-19) who has a disability and/or special educational need;
- interested in helping the Forum to achieve its aim;
- willing to abide by the rules of the Forum;
- willing to pay any subscription agreed by the Management Committee.

Associate membership of the Forum shall be open to any individual over eighteen, without regard to disability, political or religious affiliation, race, sex or sexual orientation who:

- works with children & young people (0-19) with disabilities and/or special educational needs in Sheffield;
- is interested in helping the Forum to achieve its aim;
- is willing to abide by the rules of the Forum;
- is willing to pay any subscription agreed by the Management Committee.

Associate members will not be able to vote in elections.

The membership of any Member may be terminated for good reason by the Management Committee, provided that the Member concerned shall have the right to be heard by the Management Committee, accompanied by a supporter, before a final decision is made.

Management

1. The Forum shall be administered by a Management Committee of no fewer than four and no more than twenty individuals selected at the Forum's Annual General Meeting.
2. The Officers of the Management Committee shall be: one or more Co-chairs and one Treasurer.
3. The Officers shall be elected once a year at a Management Committee meeting.
4. The Management Committee may co-opt onto the committee individuals, in an advisory and non-voting capacity, who it feels will help to fulfil the aim of the Forum.
5. The Management Committee shall meet at least twice a year.
6. At least four Management Committee members, including at least one Co-chair, must be present for a Management Committee meeting to take place.
7. Voting at Management Committee meetings shall be by a show of hands.
8. The Management Committee shall have the power to remove any member of the committee for good and proper reason.

9. The Management Committee may appoint any other Member of the Forum as a Management Committee member to fill a vacancy.

Duties of the Officers

The duties of the Chairs/Co-chairs shall include:

- chairing meetings of the Management Committee;
- representing the Forum at functions and meetings to which the Forum has been invited;
- acting as spokespeople for the Forum.

The duties of the Treasurer shall include:

- supervising the financial affairs of the Forum;
- keeping proper accounts which show all monies received and paid out by the Forum.

Finance

1. All monies received by, or on behalf of, the Forum shall be applied to further the aim of the Forum and for no other purpose.
2. Any bank accounts opened for the Forum shall be in the Forum's name.
3. The Forum shall ensure that its accounts are audited or independently examined every year.
4. The Forum may pay reasonable out-of-pocket expenses, including travel and childcare, to Members or Management Committee members.

Annual General Meeting

1. The Forum shall hold an Annual General Meeting each year.
2. At each AGM, one third of the Trustees shall retire, but may offer themselves for re-election.
3. All Members, both full & associate, shall be given at least fourteen days' notice of the AGM and shall be entitled to attend.
4. Full Members shall be entitled to vote.
5. At least ten full Members must be present for the AGM and any other General Meeting to take place.

6. The business of the AGM shall include :
- receiving a report about the Forum's activities over the year from the Co-chairs;
 - receiving a report on the finances of the Forum from the Treasurer;
 - electing a new Management Committee;
 - considering any other matter as may be decided.

General Meetings

There shall be one General Meeting each year, which all Members shall be entitled to attend, and at which all full Members shall be entitled to vote.

Special General Meeting

A Special General Meeting may be called by the Management Committee, or 10% of the full Members, to discuss an urgent matter. All Members shall be given fourteen days' notice, together with notice of the business to be discussed. If a special resolution is to be passed, the notice period is twenty one days.

Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those full Members present and voting at any General Meeting.

Dissolution

The Forum may be wound up at any time, if agreed by two-thirds of those full Members present and voting at any General Meeting. In the event of winding up, any assets remaining after all debts have been paid shall be given to another group with a similar aim.

Adoption of the Constitution

This constitution was adopted on 21st April 2010 by members of the Management Committee whose names, addresses and signatures appear at the bottom of this document.

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