



CITY PARENT CARER FORUM

Constitution

Amended 02.08.2023

The Constitution

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

The City Parent Carer Forum

The name of our constituted group is the **City Parent Carer Forum**.

The Aims and Objectives

- To be the strategic consultative body within The City of London representing families of children with special and additional needs, providing a liaison point for Statutory and Voluntary Agencies within the City of London.
- To consult with and inform our membership to ensure that all children with special and additional needs in the City of London have the best possible outcomes. These outcomes may be updated from time to time in light of changes to Government 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 necessary for the group to carry out its aims and objectives.

Application of the income

1. The City Parent Carer Forum funds shall be applied solely to promote the aims and objectives.
2. Any member may be given reasonable and proper remuneration for any goods and services bought on behalf of or for the City Parent Carer Forum.
3. Travel costs, material costs and venue hire may all be claimed from the funds when they are for the City Parent Carer Forum.

4. Members should give receipts or invoices to the treasurer for payment.
5. A bank account will be opened and run by the treasurers. Cheques must be signed by two of the three nominated signatories, **or** if using 'On-Line Banking', two signatories must approve payments.
6. Accurate income and expenditure accounts must be kept for presentation at the Annual General Meeting (AGM).
7. If City Parent Carer Forum is dissolved as a Charity (if applicable) and funds are in the bank, the law states that it should pass on any remaining assets to another charitable body (where applicable). The committee members/trustees at the time will vote for the relevant charity whose beneficiaries are children with special and additional needs and their families.

Membership

1. Membership is open to family members and carers of any child or young adult with special and additional needs up to the age of 25 years and who live in or receive services from the London Borough of The City of London. Bereaved members are still able to be members for up to 3 years.
2. There will also be an associate membership for practitioners within the Voluntary and Statutory sectors. This membership will have no voting rights but will be kept up to date with the City Parent Carer Forum's newsletter and can 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 a computer and will ensure compliance with the 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 harmful to the aims and objectives of the City Parent Carer Forum, the committee/steering group will reserve the right to terminate membership.

Management/Meetings

1. A steering Group will manage the City Parent Carer Forum. This will comprise a minimum of 4 and a maximum of 12 members. This will include a Chair, Vice-Chair, Treasurer, Administrator. 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 elected annually from the City Parent Carer Forum membership at the AGM.
3. Any Committee Member wishing to be elected as an officer will need to seek nomination by members of the Steering Group at the first meeting following the AGM.
4. The Steering Group may appoint appropriate persons to carry out specific tasks and delegate specific powers as necessary. Sub-committees may also be used and must report to the Steering Group to ratify any decisions.
5. The Steering Group may have no more than two co-opted members who will not be entitled to vote
6. A quorum of one-third of the Steering Group will be needed to hold a meeting.
7. Each member has one vote.
8. The Steering Group must meet at least six times a year.
9. 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.