



## **Barnet Parent Carer Forum Constitution**

2nd February 2015

### **The Constitution**

Barnet Parent Carer Forum (BPCF) 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 the BPCF will be governed. These are legally binding on the members.

### **The Name**

The name of the group is Barnet Parent Carer Forum (BPCF).

### **The Aims and Objectives**

- To be the strategic consultative body within the London Borough of Barnet representing families of children and young people with special and additional needs, providing a liaison point between those families and Statutory and Voluntary Agencies within the borough.
- To consult with and inform the membership to promote the best possible outcomes for all children and young people in the London Borough of Barnet with special and additional needs.

### **Powers**

In furtherance of the aims and objectives the group may:

- Employ and remunerate staff.
- Raise funds by any lawful means except permanent trading.
- Apply for grants and other forms of funding from external sources.
- 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 BPCF 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 the BPCF.
3. Travel costs, material costs and venue hire, may all be claimed from the funds, when they are for the BPCF.
4. Members must give receipts or invoices to the treasurer, for re-imbusement.

5. A bank account will be opened and run by the treasurer. Payments must be approved by any two authorised signatories.
6. Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).
7. If BPCF is dissolved and there are funds in the bank, these will be passed on along with any remaining assets to a charitable body. The Steering Group members at the time will vote for the relevant charity whose beneficiaries will be children or young people with special and/or additional needs and/or their families.

## **Membership**

1. Membership is free and is open to family members and carers of any child or young person with special and/or additional needs, up to the age of 25 years, and who live in or receive services from the London Borough of Barnet.
2. Membership is automatically on-going for any parent carers of a child or young person with special and/or additional needs up to the age of 25.
3. Bereaved members may choose to be members for up to 3 years.
4. Membership is not transferable.
5. The Steering Group must keep a register of members, either in a written form or held on computer in compliance with The Data Protection Act 1988.
6. Each member is entitled to one vote.
7. Any member may request in writing to be removed from the register of members at any time and would no longer receive any communication.
8. All members are expected to abide by the Code of Conduct. If the Steering Group considers that any member's conduct is in any way harmful to the Aims and Objectives of the BPCF, the Steering Group will reserve the right to terminate their membership, in line with the Code of Conduct.

## **Management/Steering Group Meetings**

1. BPCF will be managed by a Steering Group. This will comprise of a minimum of 8 and a maximum of 15 members. This will include the following officers, a Chair, Vice-Chair, Treasurer, and Secretary. Other roles within the Steering Group will be appointed as and when required.
2. The inaugural Steering Group members shall be those elected at the initial AGM. The Steering Group members will be elected annually from the full membership of the BPCF at the AGM.
3. Any Steering Group member wishing to be elected as an officer will need to seek nomination by at least two members of the Steering Group at the first Steering Group meeting following each AGM.  
Elections to the posts will be by a majority of those present at a quorate meeting.
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 the Steering Group for ratification of 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 is a minimum of four members of the Steering Group who will be needed to hold a meeting.
7. Each member of the Steering Group is entitled to one vote.
8. The Steering Group must meet at least four times a year. Meetings of the Steering Group are governed by the Terms of Reference.
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 must be called in writing 21 days in advance stating the business to be considered. 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.
10. A member can resign from the Steering Group by giving written notice to the chair.

### **Amendment to the Constitution**

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