

Parent Carers Together Constitution

22nd July 2019

The Constitution

Parent Carers Together, hereafter referred to as PCT, 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 PCT will be governed. These are legally binding on the members.

The Name

The name of the group is Parent Carers Together (PCT).

The Aims

- To raise raise awareness, influence change and support parent carers to have a voice in how services for children with SEN/D are shaped and delivered locally.
- To be the strategic consultative body within Bournemouth, Christchurch & Poole (BCP), representing families of children and young people with SEN/D providing a liaison point for Statutory and Voluntary Agencies.
- To consult with and inform our membership to promote the best possible outcomes for all children and young people in BCP with SEN/D. These outcomes may be updated from time to time in the light of changes to Government policy.
- To work in partnership with BCP Council Education, Health and Social Care and all other organisations in BCP. Together we will design, develop and shape services that better meet the needs of children, young people and their families.

The Objectives

- To promote and champion parent carer participation at a local, regional and national level.
- To share good practice, learn from one another and facilitate peer support relevant to a participation agenda.
- To develop responses and reports according to our resources regarding issues affecting parent carers locally.
- To act on a local level to support and champion continued cultural change in statutory organisations.

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 & other forms of funding from external sources.
- Accept gifts and donations for the group.
- Arrange and provide for, or join in, arranging events, courses, meetings and training.
- 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 PCT 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 PCT.
3. Travel costs, material costs and venue hire, may all be claimed from the funds, when they are for PCT.
4. Members should give receipts or invoice to the treasurer, for payment.
5. The financial affairs of PCT will be held and managed by Rose Road Association (registered charity no. 276172) until such time as PCT are independent.
6. Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).
7. If PCT 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 committee members/trustees at the time will vote for the relevant charity whose beneficiaries are children with special and/or additional needs and/or their families.

Membership

1. Membership is free and 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 from BCP Council.
2. There will also be an associate membership for anybody else including practitioners, both within the Voluntary and Statutory sectors. This membership will have no voting rights, but will be kept up to date with PCT'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 the Data Protection Act 2018 and the General Data Protection Regulations 2018.
5. Each member is entitled to one vote at the AGM.
6. Any member may request to be removed from the list at any time and no longer receive the newsletters or communications.
7. If the committee considers that any member's conduct is in any way harmful to the aims and objectives of PCT the steering group will reserve the right to terminate membership.

Management/Meetings

1. PCT will be managed by a Steering Group. This will comprise of 9 members. PCT has an interim steering group with 2 Interim Co-Chairs. Other roles within the Steering Group will be appointed as and when required. Interim Steering group will be in place until the 1st AGM in March 2020.
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 PCT at the first AGM in March 2020.
3. 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.



4. The Steering Group may have no more than three co-opted members whom will not be entitled to vote
5. A quorum of one half majority + 1 of the Steering Group will be needed to approve decisions. Proxies can be nominated in advance of the meeting.
6. Each member has one vote.
7. The Steering Group must meet at least four times a year.
8. A Special 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.

This constitution was adopted on 22nd July 2019 and will be reviewed annually.