

Family Voice Norfolk Constitution

The Constitution

Family Voice 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 Family Voice will be governed. These are legally binding on the members.

The Name

The name of the group is Family Voice Norfolk, also known as Family Voice.

The Aims and Objectives

- To be the strategic voice within Norfolk representing families of children and young people (0 – 25 years) with special educational needs and disabilities, providing a partner to Statutory and Voluntary Agencies within Norfolk. This will be achieved by providing Parent Carer Representatives to work in co-production with local services.
- To consult with and inform our membership, ensuring that Parent Carer views contribute to children and young people in Norfolk with special educational needs and disabilities meeting their full potential and achieving their best possible outcomes.

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 whatever else is necessary and within the law for the group to carry out its aims and objectives.

Application of the Income

1. The Family Voice 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 Family Voice.
3. Travel costs, material costs and venue hire may all be claimed from the funds, when they are for Family Voice.

4. Members should give receipts or invoices to the Treasurer for payment.
5. A bank account will be opened and run by the Treasurer. Cheques must be signed by any two of the three nominated signatories from within the Steering Group.
6. Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).
7. If Family Voice is dissolved and there are funds in the bank, the law states that it should pass on any remaining assets to a charitable body. The Steering Group at the time will vote for a relevant charity whose beneficiaries are children and/or young people with special educational needs and/or disabilities and/or their families.

Membership

1. **Full Membership** is open to family members and carers of any child or young adult with special educational needs and/or disabilities, up to and including the age of 25 years, and who live in or receive services from the county of Norfolk. Bereaved members may remain Full Members for up to three years.
2. **Associate Membership** will be open to those individuals who are not eligible for Full Membership but wish to support the work of Family Voice. Associate Members will be kept up to date by Family Voice's newsletter and will be able to attend Open Meetings.
3. **Affiliate Membership** is offered to groups whose purpose reflects or furthers our Aims and Objectives. Affiliate Members will be kept up to date by Family Voice's newsletter and will be able to attend Open Meetings.
4. Membership is not transferable.
5. The Steering Group must keep a register of members, either in a written form or held on computer, and will ensure compliance with relevant data protection regulations and legislation.
6. Only Full Members are entitled to vote; each Full Member has one vote.
7. Any member may request to be removed from the register at any time and will no longer receive the newsletters.
8. If the Steering Group considers that any member's conduct is in any way harmful to the Aims and Objectives of Family Voice Norfolk, the Steering Group will reserve the right to terminate membership as per the Code of Conduct.

Management/Meetings

1. The business of Family Voice Norfolk will be overseen by a Steering Group. This will comprise a minimum of 6 and a maximum of 15 members. It will include a Chair, Vice-Chair and Treasurer. Other roles within the Steering Group will be appointed as and when required.

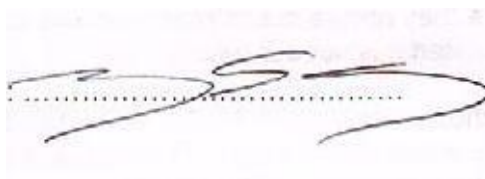
2. The Steering Group members will be elected annually by those Full Members present at the AGM.
3. Any Steering Group Member wishing to be elected as an officer will need to seek nomination by at least two members of the Steering Group at the first meeting following the AGM.
4. The Steering Group may appoint sub-committees to carry out specific tasks and delegate specific powers as necessary. Sub-committees must report back to the Steering Group for ratification of any decisions.
5. The Steering Group may co-opt up to two members who will not be entitled to vote.
6. A quorum of three voting members of the Steering Group will be needed to hold a meeting.
7. Each member of the Steering Group has one vote. In the event of a tie, the Chair has a casting vote.
8. The Steering Group must meet at least six times a year.
9. The Chair may ask any member of the Steering Group to step down if they have not attended three consecutive meetings.
10. A General Meeting of the membership can be called by at least eight Full Members 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 eight Full Members.
11. An Annual General Meeting will be held every year; the same rules shall apply as in 10. above.

Amendment to the Constitution

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

Agreed at the AGM on 15th May 2018

Signed by Chair

A handwritten signature in black ink, appearing to be 'S. S.', written over a horizontal dotted line. The signature is fluid and cursive.