



# SPCN Constitution - 2016

## **The Constitution**

SPCN 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 SPCN will be governed. These are legally binding on the members.

## **The Name**

The name of the group is Suffolk Parent Carer Network (SPCN).

## **The Aims and Objectives**

- To be the strategic consultative body within Suffolk representing families of children with special educational / additional needs and/or disability, providing a liaison point for Statutory and Voluntary Agencies within Suffolk
- To consult with and inform our membership with a view to ensuring that all children and young people in Suffolk with special educational needs / additional needs and/or disability have the best possible outcomes. These outcomes may be updated from time to time in the light of changes to Government policy. We will provide opportunities for parent carers to influence the decisions that affect their families and to contribute to developing services that meet the needs of their families.

## **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 which is necessary for the group to carry out their aims and objectives.

## **Application of the income**

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



4. Members should give receipts or invoice 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.
6. Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).
7. If SPCN 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 Management Board members/trustees at the time will vote for the relevant charity whose beneficiaries are children with special and/or additional needs/disability and/or their families.

## **Membership**

1. Membership is open to family members and carers of any child or young adult with special and/or additional needs/disability, up to the age of 25 years and who live in or receive services from the county of Suffolk. Bereaved members are still able to be members for up to 3 years
2. There will also be an associate membership for practitioners, and interested individuals who are non parent carers. This membership will have no voting rights, but will be kept up to date with SPCN's communication and will be able to attend Open Meetings.
3. Membership is not transferable.
4. The Management Board must keep a register of members, either in a written form or held on computer and will ensure compliance with 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 communication from SPCN.
7. If the Management Board considers that any member's conduct is in any way harmful to the aims and objectives of SPCN the Management Board will reserve the right to terminate membership.

## **Management/Meetings**

1. SPCN will be managed by a Management board. This will comprise of a minimum of 4 and a maximum of 10 members. This will include a Chair, Co Chair & Treasurer. The secretarial function will be provided by a paid



worker. Other roles within the Management Board will be appointed as and when required.

2. The inaugural Management Board members and officers shall be those elected at the initial AGM. The Management Board members will be annually elected from the full membership of SPCN at the AGM.
3. Any Management Board Member wishing to be elected as an officer will need to seek nomination by members of the Management Board at the first meeting following the AGM.
4. The Management Board may appoint sub-committees to carry out specific tasks and delegate specific powers as necessary. Sub-committees must report back to Management Board for ratification of any decisions.
5. There will be scope in-between AGMs for parent carers to be co-opted to the MB, up to the maximum of 10.
6. The Management Board may have no more than three co-opted associate members whom will not be entitled to vote.
7. A quorum of one-third of the Management Board will be needed to hold a meeting.
8. Each member has one vote.
9. The Management Board must meet at least six times a year.
10. A General Meeting can be called by at least 4 members of the Management Board 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