

CONSTITUTION

Bromley Parent Voice

Part 1

1. NAME

The name of the Organisation shall be Bromley Parent Voice.

2. Objects

Bromley Parent Voice is a forum established to be a voice to inform service providers in the London Borough of Bromley of the needs of children and young people with a disability or additional need and their families. The Forum's primary focus will be on Children and Young People services birth to 25 years.

Parent Voice believes that by working co-operatively with local service providers parents can contribute to improvements in the services delivered for children and young people with a disability or additional need.

In furtherance of the objects Bromley Parent Voice aims to:

- 2.1 Facilitate two-way communication between parent/carers and service providers.
- 2.2 Provide feedback on services, outcomes from consultation to its membership
- 2.3 To collect and disseminate information related to the foregoing purpose
- 2.4 Identify unmet need and feedback to the London Borough of Bromley and service providers
- 2.5 Shape decision making and planning for future service provision
- 2.6 Ensure Membership of the forum is diverse and representative of diverse views of parent/carers' of children and young people with additional needs or disabilities from all backgrounds and sectors of the borough.
- 2.7 Promote a reputation and image of Bromley Parent Voice which reflects its aims and values

3. APPLICATION OF INCOME AND PROPERTY

- 3.1 The income and property of the Organisation shall be applied solely towards the promotion of its objects.
- 3.2 A Bromley Parent Voice Steering Group Member is entitled to be reimbursed from the property of Bromley Parent Voice Organisation or

may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the Bromley Parent Voice.

- 3.3 All Bromley Parent Voice Steering Group Members shall benefit from indemnity insurance cover purchased at the Organisation's expense.
- 3.4 All funds of Bromley Parent Voice will be paid immediately on receipt into an account in the name of 'Bromley Parent Voice' operated by the Steering Group. All monies drawn on the account must be approved by at least two authorised signatories one of whom should be a member of the Steering Group, one of whom shall be either the Honorary Treasurer or the Chairman and must be approved by the Steering Group.
- 3.5 The Steering Group shall make and to the best of its ability enforce adequate regulations for internal control and the security and safe custody of all moneys, securities and other documents belonging to the Bromley Parent Voice.
- 3.6 None of the income or property of Bromley Parent Voice may be paid or transferred directly or indirectly to any Member of the Organisation. This does not prevent a Member who is not also a Steering Group Member from receiving:
 - a) A benefit from the Organisation in the capacity of a beneficiary of the Organisation;
 - b) Reasonable and proper remuneration for any goods or services supplied to the Organisation.

4. BENEFITS AND PAYMENTS

- 4.1 No Steering Group Member or persons closely connected to the Steering Group Member may:
 - a) Buy or receive any goods or services from the Organisation on terms preferential to those applicable to Members of the public;
 - b) Sell goods, services or any interest in land to the Organisation;
 - c) Receive any financial benefit from the Organisation for duties concerning governance of the organisation and administration within the responsibilities of the steering group;

Unless the payment is permitted by and in accordance with, and subject to the conditions in the organisations policy on payment.

5. DISSOLUTION

- 5.1 Bromley Parent Voice may be dissolved only by a resolution of a majority of two-thirds of Members present and voting in person or by proxy at a General Meeting called for that purpose. The Steering Group must invite all Members

of the Organisation to the General Meeting, stating the terms of the resolution to be proposed, not less than 21 days before the meeting.

- 5.2 Once a decision has been made to dissolve the Organisation all members of the Steering Group will remain in office and be responsible for the winding up of affairs in accordance with this clause.
- 5.3 Upon dissolution of the Organisation any assets remaining after the satisfaction of any proper debts and liabilities shall be donated to such other voluntary institution or institutions having objects similar to Bromley Parent Voice following approval by two-thirds of Members present and voting at the meeting. The assets shall not be paid to or distributed among the Members of the Organisation.

6. AMENDMENT OF CONSTITUTION

- 6.1 Alterations to this Constitution can only be made after a proposal has been circulated to all Members with notification of the date, time and place of the Annual General Meeting or Extraordinary General Meeting at which the proposed amendment will be discussed and voted on.
- 6.2 Alterations to Part 1 of this constitution will require approval of not less than two-thirds of the Members present and voting in person or by proxy. Alterations to Part 2 may be amended with a majority of Members present and voting at a general meeting in person or by proxy.
- 6.3 No amendment shall be made to this Constitution which would cause Bromley Parent Voice to cease to be an Organisation in law.
- 6.4 No amendment shall be made to alter the objects if the change would undermine or work against the previous objects of the Organisation

Part 2

7. MEMBERSHIP

- 7.1 Membership shall be open primarily to any parent or carer of a child or young person with a disability or additional need, who is interested in furthering the work of the Organisation. They must be over the age of 18 and a resident of the London Borough of Bromley.
- 7.2 Every Member shall have one vote.
- 7.3 The Steering Group may end the Membership of any Member for any good reason, by a majority vote at a Steering Group Membership meeting. The individual shall be informed in writing within twenty-one days of the decision. The individual concerned shall have the right to be heard by the Steering Group, accompanied by a friend, before a final decision is made.

- 7.4 The Steering Group must keep a register of the names and addresses of all the Members. This information will be handled in accordance to the requirements of the Data Protection Act.

8. Honorary Officers

The Steering Group shall elect annually from amongst its Members a Chairperson, Vice Chairperson, Treasurer and Secretary. Each of whom shall hold office until the next Annual General Meeting following his appointment when s/he shall retire. An Honorary Officer so retiring shall (so long as he remains a Member of the Steering Group Member) is eligible for re-election.

9. Steering Group Membership

The affairs and property of Bromley Parent Voice shall be managed and administered by a committee comprising of Honorary Officers and other Members elected in accordance with the constitution they shall be known as the Steering Group Members.

Steering group members are responsible for ensuring that there are policies and procedures in place to support and protect the affairs of the organisation and upholding these policies and procedures.

10. Appointment of Steering Group Member

10.1 A Steering Group Member must be a Member of the Organisation.

10.2 The number of the Steering Group Members shall be not less than 8 and not more than 16 Elected at the Annual General Meeting. Members of the Organisation may be co-opted as Steering Group members by a majority vote of the Steering Group Members if the number of the Steering Group reduce to less than 7.

10.3 All Steering Group Members must retire at the next Annual General Meeting following their appointment. A Steering Group Member so retiring shall (so long as s/he remains a Member of the Organisation) is eligible for re-election at that Annual General Meeting.

10.4 No-one can be elected as a member of the Steering Group or officer at an Annual General Meeting unless the Organisation is given notice prior to the meeting and the person who is proposed has shown willingness.

11. POWER OF THE STEERING GROUP

11.1 Raise funds and to invite and receive contributions.

11.2 Open bank accounts and invest funds

11.3 Take out insurance

11.4 To buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use.

- 11.5 To sell, lease or otherwise dispose of all or any part of the property belonging to the Organisation, providing it is in agreement with all members of the Steering Group.
- 11.6 To employ staff.
- 11.7 Work with similar groups and exchange information and advice with them.
- 11.8 To acquire, merge with or enter into any partnership or joint venture with any other Organisation formed for any of the objects.
- 11.9 Set aside income as a reserve (how much) against future expenditure.
- 11.10 To obtain or pay for goods and services as are necessary to carry out the work of the Organisation.

12. DISQUALIFICATION AND REMOVAL OF STEERING GROUP MEMBERS

12.1 A Steering Group Member will cease to hold office if he or she:

- a) Acts in such a way that is harmful to the organisation;
- b) ceases to be a member of the Organisation;
- c) becomes incapable by reason of mental disorder, illness or injury of managing their own affairs;
- d) resigns as an Steering Group Member by notice to the Organisation (but only if at least 7 remain in office)
- e) is absent without agreement of the Steering Group from all there meetings over a period of 3 consecutive meetings
- f) fails to support the organisations policies and procedures

13. PROCEEDINGS OF STEERING GROUP MEETINGS

- 13.1 The Steering Group Member may regulate its meetings as it thinks fit but shall hold at least four meetings a year and not more than four months shall elapse between the date of one meeting and the next.
- 13.2 An agenda and any accompanying information must be circulated, in good time, prior to the meeting, to all members of the Steering Committee.
- 13.3 The secretary must call a meeting of the Steering Group if requested. Any Steering Group Member may call a meeting of the Steering Group.
- 13.4 The person elected as Chair shall chair the meetings of the Steering Group (or in their absence the Vice Chairperson). If at any meeting neither the Chairperson nor Vice Chairperson is present, or if present is unwilling to preside, the Members of the Steering Group present shall choose one of their number to Chair the meeting.

- 13.5 Questions arising at a meeting must be decided by a majority vote. If there is an equality of vote the person chairing the meeting will have a second or casting vote.
- 13.6 No decision may be made at a meeting of Steering Group unless a quorum is present at the time the decision is purported to be made. The quorum shall be the number nearest to two-third of the total number of Steering Group Members.
- 13.7 A member of the Steering Group shall not be counted in the quorum when any decision is made about a matter upon which that Steering Group Member is not entitled to a vote.
- 13.8 A resolution in writing signed by all members of the Steering Group shall be as valid and effectual as if it had been passed at a meeting of the Steering Group duly convened and held. Any such resolution may consist of several documents in the like form each signed by one or more of the Members of the Steering Group or may be approved by letter, signed by the Member or Members giving approval.
- 13.9 The Steering Group may at any time delegate any of its powers to committees. The terms and conditions of the committee must be recorded. Any relevant powers are to be exercised exclusively by the committee and no expenditure may be incurred on behalf of the Organization except in accordance with a budget previously agreed with the Steering Group. All acts and proceedings of any such committee shall be recorded and reported to the Steering Group as soon as possible.

14. **CONFLICT OF INTEREST**

A Steering Group Member must declare the nature and extent of any interest, direct or indirect, which s/he has in a proposed transaction or arrangement or in one that has already been entered into, if they have not done so already. She or he must also absent themselves from any discussion in which a possible conflict of interest may arise. He or she must not vote or be counted as part of the quorum in any decision on this matter.

15. **GENERAL MEETINGS**

15.1 **Annual General Meeting** Bromley Parent Voice will in each year hold an Annual General Meeting (AGM) at such time and place as the Steering Group shall determine. Not more than 15 months shall elapse between the date of one Annual General Meeting and that of the next.

15.2 The business of the AGM will include:

- a) The election of Members of the Steering Group.
- b) The appointment of an auditor or independent examiner.
- c) Presentation of the report of the Steering Group on the previous year's work and accounts of the preceding financial year.

15.3 **Special Meeting** All general meetings, other than the (AGM), will be called a special meeting. A special meeting can be called at any time by the steering group. The Steering Group must call a special meeting if at least 10 Members of the organization have made a request in writing stating the nature of the business to be discussed. The Steering Group must hold the meeting within 28 days of the request.

15.4 **Notice** At least 21 clear days' notice of each AGM and 14 clear days' notice (unless the Steering Group deem it necessary to provide shorter notice) of an Special General Meeting shall be given in writing to all member and Steering Group Members together with details of the business to be discussed and stating whether it is an annual or special general meeting.

16. **PROCEEDINGS AT GENERAL MEETINGS**

16.1 **Quorum** No business shall be transacted at any General Meeting unless a quorum is present. The quorum will be one tenth of the Membership at the time of the meeting (this includes the Steering Group Members). If a quorum is not present the meeting will be adjourned to such a time and place as the Steering Group shall determine. If at the adjourned meeting a quorum is not present within fifteen minutes from the time appointed for holding the meeting the Members present shall be a quorum.

16.2 **Chair** The Chairperson of the Steering Group shall preside as Chairperson at every General Meeting but if the Chairperson is not present within 15 minutes after the time appointed for holding the meeting, or is unwilling to preside, the Members present shall choose some Member of the Steering Group (usually the vice-chair), or if no such Member is present and willing to take the chair they shall choose some other Member of the Steering Group present to preside.

16.3 **Vote** Each Member shall have one vote but if there is an equality of vote the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have. Votes may be given on a show of hands or on a poll, either personally or by proxy, provided that on a show of hands every person entitled to vote whether as Member or as proxy shall have one vote only, however many proxies he holds.

17. **MINUTES**

The Steering Group must keep accurate records of:

- a) All meetings of the Organisation, including time, date, place of meeting; names of those present, decisions made and reasons for decisions.
- b) Appointment of officers and Steering Group Members

18. **ACCOUNTS**

- 18.1 The Steering Group shall keep a record of accounts to give a true and fair view of the affairs of Bromley Parent Voice and to explain the transactions relating to its assets and liabilities and its income and expenditure.
- 18.2 The books of accounts shall be kept at such place or places as the Steering Group shall think fit and shall always be open to the inspection of the Steering Group.
- 18.3 The accounts shall be audited or examined by an independent person, appointed by the Steering Group, at least once a year. The financial year shall end on 31 March in each year. A statement of the accounts for the last financial year shall be submitted by the Steering Group to the Annual General Meeting.

19. **ANNUAL REPORT**

The Steering Group shall prepare an annual report for presentation at the AGM.

20. **PROPERTY**

20.1 The Steering Group shall ensure that the title to:

- a) All land held by or in trust for the Organisation; and
- b) All investments held by or on behalf of the Organisation;

Will be held by either a corporation to act as custodian to the Steering Group or individuals of not less than three appointed as holding Steering Group Member.

20.2 Holding Steering Group Members may be removed by the Steering Group at any time and shall act in accordance with the lawful directions of the Steering Group. Provided they act only in accordance with the lawful direction of the Steering Group, the holding Steering Group Members shall not be liable for acts and defaults of its Members.

21. **INSURANCE**

21.1 The Steering Group shall ensure all buildings of the organisation is in full repair and insured to their full value against fire and other usual risks (except those buildings that are required to be kept in repair and insured by a tenant).

21.2 The Steering Group shall insure suitably in respect of public liability and employer's liability.

22. **NOTICES**

22.1 Any notice required to be served on any Member shall be in writing and served either by post, by hand or by electronic communications and shall deemed to have been given within five working days of sending.

22.2 Any Member who has not given a current postal address in the UK and/or electronic address shall not be entitled to notice.

22.3 A Member present at any meeting of the Organisation shall be deemed to have received notice of the meeting and purpose for which it was called.

23. **CONSTITUTION ADOPTED**

This constitution was adopted at a meeting held on

Name	Position	Date	Signature
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**OFFICERS OF
STEERING GROUP**

Chairperson

Vice-chair

Treasurer

Secretary

STEERING GROUP