



FAMILY VOICE SOUTHEND CONSTITUTION

The Constitution

Family Voice and its money will be administered and managed in accordance with the provisions in this constitution. Adoption of the 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 Southend-on-Sea, also known as Family Voice Southend .

The Aims and Objectives

To be the strategic consultative body within Southend-on-Sea representing families of children and young people with special and additional needs, providing a liaison point for Statutory and Voluntary Agencies within Southend-on-Sea. This will be achieved by providing Parent Carer Representatives to work in co-production with local services.

To consult with and inform our membership with a view to ensuring that all children in Southend-on-Sea with special and additional needs meet their full potential and achieve 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 anything else within the law which is necessary for the group to carry out their aims and objectives.

Application of the Income

1. The Family Voice funds shall be applied solely towards the promotion of the

aims and objectives and administered in accordance with the Financial Control policy.

Membership

1. Membership is open to Family Member and carers of any child, young person or young adult with special and/or additional needs, who live in or receive services from the South-end-on-Sea. Bereaved members are still able to be full members for up to 3 years.
2. There will also be an associate membership for practitioners, both within the Voluntary and Statutory sectors. This membership will have no voting rights, but will be kept up to date with Family Voice's newsletter and will be able to attend Open Meetings.
3. Membership is not transferable.
4. Family Voice will 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 the newsletters.
7. If the Steering Group consider-s that any member's conduct is in any way harmful to the aims and objectives of Family Voice Southend-on-Sea, the Steering Group will reserve the right to terminate membership as per the Code of Conduct.

Management/Meetings

1. Family Voice will be managed by a Steering Group. This will comprise of a minimum of 4 and a maximum of 20 members. This will include a Chair, Vice-Chair, Treasurer, and Secretary {or Secretaries). Other roles within the Steering Group will be appointed as and when required.
2. The inaugural Family Voice meeting was treated as an initial AGM and the initial Officers were elected at that meeting. The Steering Group Members and any other Committees or Groups will be elected as soon as practical after this initial AGM .The Steering Group will produce an Annual report for presenting to the AGM and subsequently to all members.
3. New Steering Group Members can be proposed by an existing Member at a Steering Group meeting.
3. Any Committee Member wishing to be elected as an officer will need to seek nomination by two members of the Steering Group.
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 Steering Group for ratification of any decisions.
5. The Steering Group may have no more than 4 co-opted members whom will not be entitled to vote.

6. A quorum of one-third of the Steering Group will be needed to hold a meeting.
7. Each member has one vote.
8. The Steering Group must meet at least 6 times a year.
9. An extraordinary meeting of the Steering Group can be called by at least 4 members of the Steering Group when some special or urgent business needs 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 5 members or 5% of the membership..

Amendment to the Constitution

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

Reviewed and agreed 21st June 2018

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