

SEND Butterflies South Coast Constitution



Name

The name of the group is **SEND Butterflies South Coast**
Called 'the group' in these rules.

Aims of the group

- *To provide practical advice and emotional support to parent carers of individuals with special educational needs and disabilities.*
- *To support and improve the wellbeing of parent carers and their family through the groups's activities;*
 1. *Coffee mornings and drop-in sessions,*
 2. *Contact with others in similar situations,*
 3. *Support via our closed Facebook page,*
 4. *Inclusive summer family activity outings.*
- *To assist and guide parent carers in the following ways;*
 1. *Support them at/with meetings,*
 2. *Help with completion of DLA, PIP and other forms,*
 3. *Advise and support with rights of individuals in education.*
- *To work in partnership with other organisations and signpost parent carers to their services for further or more targeted support.*
- *To work alongside and in conjunction with Portsmouth Carers Centre and compliment the support they offer to all unpaid carers who look after any relative or friend.*
- *To secure funds to support the group's aims and activities.*
- *To promote the group and support available at organised public events.*
- *To raise awareness with educational establishments and other services of the support we can offer.*

Powers

To further these aims, the group may exercise the following powers

- *To raise funds and receive contributions, donations, grants and otherwise, provided that the group shall not undertake any permanent trading activity;*
- *To bring together representatives of voluntary and statutory organisations, government departments and individuals;*
- *To produce leaflets/posters/other material to publicise group activities;*
- *To hold meetings;*
- *To organise and run wellbeing activities and events;*
- *To pay the necessary expenses involved in running the group;*
- *To undertake any other lawful activity to further the group's aims.*

Membership

Membership of the group shall be open to all adult parent carers of individuals with SEND, residing within Hampshire and who agree with the group's aims and are willing to abide by the group's constitution.

The group will be non-party-political, non-sectarian and will be committed to non-discriminatory practices and equal opportunities.

Management committee

The group will have a committee of three/four members who will direct the policy and management of the group. They will serve for such length of time as they wish but must give a minimum of two months written notice of their intention to stand down. The remaining committee members may then propose, nominate and vote on any new committee member to take the place of one who has stood down.

The chair will have a casting vote in the event of a tie.

The committee will have the power to co-opt members if it wishes to use this power.

The committee will meet a minimum of six times a year. The quorum level will be set at three members.

From amongst the committee, a chairperson, a vice chairperson, a secretary, a treasurer and a safeguarding and training lead will be selected. Committee members may take up more than one role with the exception of being both chairperson and vice chairperson. Other members may be appointed to undertake particular responsibilities within the group, eg fundraising.

Meetings

General meetings will be held if and when required but the nature of the group means that the management committee must assume overall responsibility for the organisation, running and activities of the group.

Finances

- Any money raised shall be used to further the aims of the group and for no other purpose;
- A bank account will be opened in the name of the group;
- The account will require two signatures on any cheque or other bank document (except paying in slips). There will be three signatories available to the treasurer for signing cheques.
- A simple written note of the group's financial position, will be produced and available at committee meetings;
- No member shall derive any financial benefit from the group, except for payment of 'reasonable expenses';

- No money will be paid out in the name of the group without a receipt being presented.

Amendments to the constitution

If amendment(s) to the constitution are necessary, members will be informed via the closed Facebook group and given the opportunity to consider and vote on the amendments. If necessary this will take place around the annual inception date of the group. The amendment(s) will be made if there is a two-thirds majority vote of members.

Dissolution

If the committee, by a simple majority, deem it advisable to dissolve the group, it shall call a meeting of all the members of the group, giving not less than 14 days notice. If such a decision is confirmed by a majority of those present, then all the assets of the group shall be transferred to another local voluntary group or community group with similar aims.

adopted on the ...twenty.first.....day of ...July...2024..

Signed ..  **Name:** Paula Wright (chair)

Signed ..  **Name:** Michaela Mould (vice chair & treasurer)

Signed ..  **Name:** Danielle Preston (secretary)

Signed ..  **Name:** Sharlene Bouche-Carter (safeguarding and training lead)