

Parent Group Constitution

Name

The name of the group **‘PARENTS for CHANGE – Argyll and Bute.’** Called ‘the group’ in these rules.

Aims of the group

- To campaign for improving existing services for our ASN children and their families
- Any other aims the group wants.

Powers

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

- To contact local authority, councillors, education and health and anyone else to support our campaigns and make them aware of the situation we find ourselves in.
- To bring together representatives of voluntary and statutory organisations, government departments and individuals.
- To produce leaflets/posters to publicise group activities.
- To hold meetings.
- To pay the necessary expenses involved in running the group.
- To undertake any other lawful activity to further the group’s aims.

Note: any part of this document can be deleted, amended, or added to, or additional parts added to it at the next agm. Details of the proposed changes should be circulated with the notice of the agm.

Membership

Membership of the group shall be open to *(again a suggestion for discussion)* all persons in sympathy with the group’s aims and willing to abide by the group’s constitution.

Each member will have one vote and will be eligible to stand for election onto the committee.

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

Management committee

The group shall elect a committee of between 3–10. This will include a chair, a secretary and treasurer. These members will direct the policy and

management of the group. They shall be elected to serve for one year after which time they may stand for re-election.

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 4.

From amongst the committee, a chairperson, a secretary, a vice chair, a researcher, and a campaign strategist will be selected. Other members may be appointed to undertake responsibilities within the group, e.g., fundraising.

Meetings

General meetings will be held as often as necessary and at *least* six times a year.

An annual general meeting (agm) of the group shall be held every year in the month of JUNE. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the agm will include electing the committee, reporting on the activities during the year, amendments to the constitution and approval of the group's accounts.

An extraordinary general meeting (egm) can be held at the chair's discretion or by a written request to the chair of not less than 3 Members. The meeting shall be called within twenty-one days of such a request and appropriate measures taken to inform all members. An extraordinary general meeting should only consider the business specified in the request.

Finances

- Any finances will be managed by the treasurer and co signed by the chair or secretary.
- Accounts will be independently audited annually in time for the AGM.

Amendments to the constitution

If amendment(s) to the constitution are necessary, members will be informed in writing and given the opportunity to consider and vote on the amendments. 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 theday of 20...

Signed (chair)

Signed (Treasurer)

Signed (secretary)