

# Parent Views Count Constitution

## Name

The name of the organisation/association is Parent Views Count  
("Unincorporated")

## 1. Aims

The aims of Parent Views Count are:

- To enable the relief of those in need, by reason of youth, age, ill health, disability, financial hardship or other disadvantage.
- The advancement of citizenship or community development by empowering parents/carers to offer their time to engage with service providers in planning services across Birmingham with a focus on those children and young people with disabilities and with no expectation of personal gain.
- To develop the capacity and skills of parent/carers to improve results for children and young people enabling them to reach their full potential and ensure the best outcomes for children and young people.

## 2. Powers

To share information through different media i.e. Website, Parent Forum Meetings, Newsletters and Directories. To hold a database of information.

Apply for, obtain, collect and receive money and funds from grants, donations, subscriptions, legacies and any other means. Also receive gifts of property that will be of benefit to the Association and its members.

Employ and pay any person on such terms of employment as the Association decides are necessary, whether paid or unpaid, and in addition to pay pensions, superannuation and all other expenses incidental to employing someone, whether such payments are made to employees and their dependants or on their behalf.

Obtain and provide information, work with and co-ordinate activities of any other organisation, whether charitable or otherwise, with the same purposes as the Association.

Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary to enable the Association to fulfil its purpose and construct, maintain and alter any building or other structure necessary for the work of the Association. Make rules and regulations for

any property acquired in any way set out above. To sell, let, mortgage, dispose of or turn to account (*make money out of*) all or any of the property or assets of the Association.

Arrange and provide for or join in arranging and providing for the holding of exhibitions, meetings lectures, classes, seminars and training courses.

Promote, encourage or undertake research surveys and experimental work and publish the results.

Produce and print, publish, put on the internet, issue and circulate free or for a charge such papers, books, periodicals, pamphlets, directories or other documents or films or recordings in any other way as to enable the Association to fulfil its purpose or support and encourage others in working with those for whom the Association has been set up to benefit.

Invest any money of the Association which is not needed for the Association's, immediate use.

Do all such lawful things as are necessary to enable the Association to achieve its purposes.

#### 4. Membership

Membership to Parent Views Count is open to any person over the age of 16 years and parent or carer responsibilities interested in furthering the objects living in Birmingham who are approved by the Trustees.

a. Full membership of Parent Views Count and voting rights shall be open to any family registered in the data base. Each family shall nominate a person over 16 years to hold membership rights and vote on their behalf at meetings. Each Family shall notify the Charity of the representative's name and address and of any change in its representative.

b. Full membership of Parent Views Count and voting rights shall be open to bonafied organisation or body at the discretion of the board, whether voluntary or otherwise, which is interested in supporting the work of Parent Views Count. Each member organisation shall appoint one representative to vote on its behalf. The organisation must notify the Charity of the representative's name and address and of any change in its representative.

c. Associate membership of Parent Views Count with no voting rights is open to any individual who is over 18 years of age interested in furthering the aims of the association.

All Members Shall:

Be interested in furthering the work of the Association.

Agree to follow the rules set out in this Constitution and any others rules which the Association makes.

The Board may:

Accept a person or organisation into membership or refuse to allow a person or organisation to become a member. This will be dealt with confidentially with a sub group allocated by the board.

For good reason end the membership of an individual or organisation. The individual or organisation concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Board, accompanied by a friend, before a final decision is made.

Any person whose membership is so terminated has a right of appeal to either the Management Committee of the Association or the Annual General Meeting (AGM), accompanied by a friend or representative. The decision of any meeting hearing such an appeal will be final and binding on all parties. Any vote taken at such meetings will be by simple majority of those present.

## 5. Officers

At the AGM the Association shall elect a board. At the first meeting of the Board after the AGM, the Committee shall elect a Chair, a Secretary, a Treasurer and any other officers which the Association wishes to appoint, from the members of the Board. .

All officers of the Association shall:

(i) Hold office from the end of the first meeting of the Board, after the AGM until the end of the first meeting of the Management Committee after the following years AGM.

(ii) At all times act in the best interests of the Association.

## 6. Board

The Board shall consist of a minimum of at least three quarters parent representatives and a maximum of 18 members.

The board can appoint up to 4 co-opted members if it considers it needs persons with particular expertise.

Anyone elected on to the board must sign the Minute book to show that they agree to be a member of the board. If they do not, they are not entitled to act as if they were a member of the board.

Only full members of the Association may stand for election as Board Members. If there is a vacancy on the Board the other members of the board may ask someone to fill that vacancy. The person filling the vacancy will be treated as if they were an elected board member.

A Person shall cease to be a Board Member if:

(i) They resign, or

(ii) They become incapable of dealing with their own affairs because of mental or physical illness or injury, or

(iii) Are prevented from becoming a member of the Board by the law.

The board has the right to cease membership of an individual, if there is a breach of conduct or poor attendance meetings is deemed as unacceptable. No member of the Board shall have any interest in property or other assets owned by the Association or are paid for work carried out by the Association or have an interest in any contract entered into by the Board.

The Board shall meet a minimum of 6 times a year.

The Chair shall conduct all meetings of the Board. If the Chair is absent, the Board shall choose another person to chair the meetings.

A meeting may only take place if it is quadrate. A Quorum is one third of the Board Members.

The Board shall make decisions by majority vote.

The Chair of the Board shall have a casting vote if the vote is tied.

The Board shall take minutes of any Association matters discussed at a meeting of the Board or any sub-committee.

The Board may set up sub-committees to deal with different aspects of the Association's business and activities. The Board shall make rules for the conduct of each sub-committee.

## 7. Money

Any money received on behalf of the Association shall be paid into a bank account opened by the Management Committee for this purpose.

All cheques drawn on the account must be signed by at least four members of the Board.

The funds of the Association can be used only to enable the Association to fulfil its purposes.

## 8. Accounts

The Board will ensure that proper accounts are kept.

## 9. Annual General Meeting (AGM)

The Association shall hold an AGM each year.

The Secretary of the Association shall give every member of the Association at least 21 days notice of the date of the AGM.

The Board will present to the members at each AGM details of the Association's financial situation for the preceding year.

The Members shall elect the people onto the Board at the AGM.

## 10. Other Meetings

The Board may call other meetings of the Association at any other time.

A meeting may be called by the Secretary if requested by at least 10 members. They must state the business to be dealt with at the meeting. The Secretary will give every member of the Association at least 21 days notice of the meeting and the business to be discussed.

## 11. Alterations to Constitution

The Constitution may be changed by passing a resolution at either the AGM or any other meeting of the Association. The Secretary will give every member of the Association at least 21 days notice of the meeting and the resolution to be discussed. If the resolution is confirmed by a two-thirds majority of those members present and voting, the Constitution will be amended.

## 12. Resolutions

If the Board decides that it is necessary or advisable to dissolve The Association, it shall call a meeting of all members of the Association, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those members present and voting, the Board shall have power to realise any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine or failing that shall be applied for some other charitable purpose.

## 13. Equal Opportunities.

The organisation will not discriminate on the basis of race, sex, disability, sexuality, age or on the basis of political, religious or other opinions.

All activities and actions undertaken by, or on behalf of, the Association shall be in accordance with the principles of equity and equal opportunities. All members of the Association, when acting on behalf of the Association shall ensure that their actions are in accordance with any such equal opportunities policy and practices adopted by the Association.

## 14. Interpretation of the Constitution

In the event of any question on which this Constitution is silent, the Board shall have power to act according to its interpretation or at its discretion.

*This policy works in corporation with:- Child Protection Statement (1), Complaints Form, Complaints Policy, Confidentiality and Data Protection Statement, Constitution, Expenses Procedures, Health & Safety Rules, Safeguarding Vulnerable Adults Policy, Interim Terms of Reference, Mission Statement and Promoting Equality/Valuing Diversity Safeguarding Procedure.*

Parent Views Count  
21.05.2010

**Signed**  
Kristin Sanders (Joint Chair)

**Signed**  
Nazia Nazir (Joint Chair)

**Date:** 2<sup>nd</sup> July 2010