



## **Rutland Parent Carer Voice (RPCV) Constitution**

### **1. The Constitution**

Rutland Parent Carer Voice (RPCV) and its finances will be governed and managed in accordance with the provisions outlined in this constitution. Adoption of this constitution is effective from the date it is signed. The rules set forth in this document are legally binding on all members.

### **2. The Name**

The organization shall be known as Rutland Parent Carer Voice.

### **3. Aims and Goals**

- Rutland Parent Carer Voice aims to build a well-informed, connected, and empowered community of families with children who have disabilities or additional needs. It will offer mutual support and work collaboratively with service providers to develop quality services that address the needs of parents, carers, and their children.
- Members will work collectively to support all families, respect each other's views, and leverage one another's skills and resources.
- The goal is to create opportunities for parent carers to influence decisions affecting their families and contribute to shaping services that meet their needs.

### **4. Application of Income**

1. RPCV funds shall be used solely to promote the organization's aims and objectives.
2. Members may receive reasonable remuneration for goods or services purchased on behalf of RPCV.
3. Reimbursable expenses such as travel (at a rate of 45p per mile), materials, and venue hire can be claimed from the funds.
4. Members should submit receipts or invoices to the treasurer for payment, on a monthly basis.
5. A bank account has been established and will be managed by the treasurer. All cheques require the signatures of any two of the three nominated signatories. A debit card linked to the account is held by the treasurer.
6. Accurate financial records must be maintained and presented at the Annual General Meeting (AGM). The treasurer will provide updates at all Steering Group meetings.
7. If RPCV is dissolved and has remaining funds, these funds will be transferred to another charitable organization, as required by law. The committee/trustees at the time will decide that the funds will be donated to the regional pot.

## **5. Membership**

1. Membership is open to family members and carers of any child or young adult (up to 25 years old) with special and/or additional needs who live in or receive services from Rutland. Bereaved members may remain members for up to three years.
2. Open meetings will be held at the invitation of the Steering Group and will be advertised accordingly.
3. Membership is non-transferable.
4. Steering Group members must maintain a membership register in compliance with the Data Protection Act 1988 and General Data Protection Regulation (GDPR) policies.
5. Members can request removal from the membership list at any time, opting out of receiving newsletters.
6. If the Steering Group finds that a member's conduct harms the aims and goals of RPCV, they reserve the right to terminate their membership.

## **6. Management and Meetings**

1. RPCV will be managed by a Steering Group.
2. The initial Steering Group members and officers will be those elected at the first AGM. Steering Group members will be elected annually by other members of the Steering Group at the AGM.
3. Any member wishing to be elected as a Steering Group representative must seek nomination by Steering Group members at the first meeting following the AGM.
4. The Steering Group may form sub-committees to handle specific tasks and delegate powers as necessary. Sub-committees must report back to the Steering Group for approval of any decisions.
5. The Steering Group may include up to two co-opted members who will not have voting rights.
6. Each Steering Group member has one vote.
7. The Steering Group must meet at least six times a year, with a minimum of four members present. Minutes from these meetings must be published on the official RPCV website.
8. A General Meeting can be called by at least four Steering Group members to address special or urgent business. A quorum for such meetings shall be a minimum of four members. The same quorum applies to Annual General Meetings.

## **7. Amendment of the Constitution**

This constitution can only be amended by a resolution passed at a General Meeting