



**CONSTITUTION OF**  
**BORDERS ADDITIONAL NEEDS GROUP**

**ADOPTED ON .....**

**NAME**

The name of the group is BORDERS ADDITIONAL NEEDS GROUP, here-in BANG

**OBJECTIVES**

The objectives of the Group are to:

- (a) Promote the education, training and development of children with Additional Needs to help them in advancing their capabilities, skills and understanding and allowing them to live up to their potential
- (b) Promote educational and training opportunities for caregivers of children with Additional Needs to assist them in leading such children to develop their capabilities skills and understanding and to live up their potential.
- (c) Promote the provision of facilities and activities for the recreation and other leisure time occupation of children with Additional Needs and their families
- (d) Promote equality and diversity by acting as advocates for children with Additional Needs.

By the following means:-

- 1. Hold regular meetings
- 2. Give practical support to parents and families
- 3. Share experiences and best practices
- 4. Create and maintain a 'Buddy' contact list for parents experiencing difficult times
- 5. Provide access to local resources and liaise with other organisations
- 6. Expand parents' knowledge of local and national services
- 7. Organise outings for children and families
- 8. Develop links with other voluntary organisations to raise awareness of parents and children's' needs

**POWERS**

In pursuance of the objectives, the Group shall have the following powers:-

- 1. To purchase, take on lease, hire or otherwise acquire any equipment which if suitable for the Groups activities
- 2. To take such steps as may be deemed appropriate for the purpose of raising funds for the Groups activity
- 3. To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attached to them)

4. To liaise with other voluntary sector/bodies, local authorities, UK or Scottish Government Departments and Agencies, and other bodies, all with a view to furthering the groups objectives
5. To do anything which may be incidental or conducive to the furtherance of any of the Groups objectives

## **MEMBERSHIP**

1. Membership of the Group shall be open to anyone who expresses interest in the objectives of the Group, although the Group reserves the right to refuse admission where this is in the best interest of the Group
2. Membership will be open to both individual and family groups, Each adult member of the Group will be entitled to one vote
3. Membership fees will be reviewed at each Annual General Meeting

## **MANAGEMENT COMMITTEE**

1. The Management Committee shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and five other members. The committee will be re-elected at the end of their term of office
2. If vacancies occur among the Management Committee, the Committee shall have the powers to fill the vacancies from among the members
3. The Committee may co-opt up to three full members of the group to serve on the Committee until the next Annual General Meeting
4. The Management Committee will be elected to serve for a period of one year in the first instance from September 2006-September 2007, thereafter the Managements Committee will be elected to served for a two year period, after which the may retire from office at the second Annual General Meeting following the date on which they came into office, but they will be eligible for re-election
5. Independent examiners will be agreed at each Annual General Meeting

## **MANAGEMENT COMMITTEE MEETINGS**

1. The Management Committee will hold at least four ordinary meetings each year
2. There shall be a quorum when at least three members of the committee are present at a meeting
3. Every matter shall be determined by a majority of the members of the management committee present and voting. In the case of equality of votes the chairperson shall have a second or casting vote
4. Minutes shall be kept as a record of the proceedings of the meetings of the committee

## **ANNUAL GENERAL MEETING**

1. The annual General Meeting shall be held in May each year. Members shall be given at least fourteen days notice
2. The Management Committee shall present reports and accounts of the Group for the preceding year
3. The quorum at an AGM shall be four members who are eligible to vote

## **GENERAL AND SPECIAL MEETINGS**

The Management Committee may, at any time call a general or a special general meeting of the Group at any time, stating the business to be discussed. A special general meeting may be called by the Secretary if a written request is received from at least seven members. At least fourteen days notice shall be given for a special general meeting.

## **FINANCE**

1. The Groups financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March each year. The accounts shall be examined at least once a year by the independents examiner appointed by the Management Committee
2. All monies realised by or on behalf of the Group shall be applied to further the objectives of the Group and for no other purpose
3. The funds of the Group including all donations, contributions and bequests shall be paid into an account operated by the Management committee in the name of the group at such a bank as the Management Committee shall from time to time decide
4. The Treasurer will keep appropriate accounts of income and expenditure and make reports to the committee
5. All payments from the Groups bank account will be signed by two approved signatories
6. The Management Committee shall comply with the current legislation for trustees with regard to the keeping of accounts, the preparation of an annual statement of accounts and the independent examination of the statements of account

## **AMENDMENTS**

Any amendments to the constitution shall require the approval of the majority of those present and voting at the Annual General Meeting, at which it is discussed. Any resolution for the amendments of the constitution must be received by the Secretary at least fourteen days before the meeting at which the resolution is to be brought forward

## **DISSOLUTION**

1. The Group may be dissolved at a Special General Meeting called for that purpose and must be advertised fourteen days before the meeting
2. Such proposals to dissolve the Group shall take effect only if agreed by two thirds of majority of the members present and voting at the meeting
3. Surplus funds of the Group, if it is dissolved, shall be given or transferred to the Royal Hospital for Sick Children in Edinburgh

***Adoption of constitution on (date).....***

***Signatures:***