

# Constitution



## **Name**

The name of the group is sendPACT (Special Educational Needs and Disabilities Parents and Carers Team).

## **Status**

sendPACT is an independent voluntary or unincorporated association (not for profit) – a group of people who work together to accomplish a common agreed non-commercial purpose.

## **Aims**

The aims of sendPACT are to:

- Unite – to bring together parents/carers so that their children can get the help they need and deserve
- Champion – to represent and support parents/carers and advocate for them wherever possible
- Empower – to provide parents/carers with the skills, information and resources to confidently engage with decision-makers

## **Equal Opportunities**

sendPACT will not discriminate on the grounds of age, gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, or marital status.

## **Structure**

The structure of the association shall consist of:

- the Members – who benefit from the support, services, updates and offers from sendPACT. Members are entitled to attend events, meetings, and become part of the Leading Committee.
- the Leading Committee.- who hold regular meetings and generally control and implement the activities of the association; in particular, the Leading Committee is responsible for upholding the aims of the association. As part of the Leading Committee, members will have specific roles but this is not exclusive and support for all is encouraged. Only members of the association can be part of a committee. The maximum number of members of the Leading Committee shall be 8. An inactive committee member (zero participation) will receive a formal disciplinary warning with a deadline towards improvement. If inactivity continues, the member will be formally ousted.

## Constitution



- the Sub-committees – formed as required/necessary. The rules of procedure for any sub-committee shall be as prescribed by the Leading Committee.
- the Founders – will hold regular meetings and have the responsibility of leading sendPACT's strategies and overall business. Founders are able to exercise veto against a decision or proposal that may be detrimental or adverse to sendPACT's mission and aims.

### **Membership**

Membership is open to anyone who supports the aims of sendPACT.

Membership is free and will begin as soon as the membership form has been received.

A register of all members will be kept by sendPACT and protected under our data and privacy policy.

### **Ceasing to be a member**

Members may resign at any time, notifying sendPACT so as to be removed from distribution lists.

Any offensive behaviour by a member will not be permitted. This includes racist, sexist, discriminatory, threatening, intimidating, or inflammatory remarks that directly attack or insult others, internally and externally of sendPACT. Anyone behaving this way will be given one warning – if the behaviour is repeated they will be removed from the association indefinitely.

Any member found in breach of sendPACT's data protection and confidentiality policy will be expelled from membership without notice.

sendPACT has zero tolerance for aggressive or violent behaviour.

An official notification of the removal of members will be communicated to all members.

### **Committee Meetings**

Any member of the Leading Committee may call a meeting, as/when required.

At each meeting, there will be a nominated Chair (to lead meeting), Secretary (to take and distribute minutes) and Treasurer (to manage finances).

## Constitution



All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

Committee meetings will be open to any member wishing to attend, who may speak but not vote.

### **Finances**

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of sendPACT is only to be used to further the aims of the association.

### **Amendments to the Constitution**

Any proposal to amend the constitution must be raised to the Leading Committee.

Any proposal to amend the constitution will require a two-thirds majority of those present at the meeting and entitled to vote.

### **Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

*This constitution was adopted in October 2017.*

*To be reviewed by October 2018 or updated when necessary*

<b>Name</b>	<b>Position</b>
Marta Garcia de la Vega	Founder