



CONSTITUTION

The Constitution

Bedford Borough Parent Carer Forum (BBPCF) and its money will be administered and managed in accordance with the provisions in this constitution. Adoption of this constitution as of the date it is signed. This constitution sets out the rules by which BBPCF will be governed. These are legally binding on the members.

The Name

The name of the group is Bedford Borough Parent Carer Forum (BBPCF).

The Aims and Objectives

- To be the strategic consultative and collaborative body within Bedford Borough representing families of children with special educational needs and disabilities, providing a liaison point for Statutory and Voluntary Agencies within Bedford Borough.
- To work co-operatively with local service providers and commissioners to enhance and develop the range and quality of services provided for all children/young person in Bedford Borough with special educational needs and disabilities.
- To consult with, inform and train our membership in order to be an independent, parent carer-led body that determines and acts upon the priorities of its members.
- To work towards the achievement of and promote the BBPCF Charter.

Powers

In furtherance of the aims and objectives the group may:

- Employ and remunerate staff.
- Raise funds by any lawful means except permanent trading.
- Accept gifts and donations for the group.
- Remunerate parent carer representatives.
- Do anything else within the law which is necessary for the group to carry out their aims and objectives.
- Update social media.

Application of the income

- The BBPCF funds shall be applied solely towards the promotion of the aims and objectives.
- Any member may be given reasonable and proper remuneration for any goods and/or services bought on behalf of or for BBPCF.
- Travel costs, material costs and venue hire, may all be claimed from the funds, when they are for BBPCF.



- Members should give receipts or invoice to the treasurer, for payment.
- Accurate accounts of all income and expenditure must be kept for presentation at the Annual General Meeting (AGM).
- If BBPCF is dissolved and there are funds in the bank, the law states that it should pass on any remaining assets to another charitable body. The committee members/trustees at the time will vote for the relevant charity whose beneficiaries are children with special and/or additional needs and/or their families.

Membership

- Membership is open to family members and carers of any child or young adult with special educational needs or a disability, up the age of 25 years and who live in or access services in Bedford Borough.
- Bereaved members are still able to be members.
- There will also be an associate membership for practitioners, both within the Voluntary and Statutory sectors. This membership will have no voting rights but will be kept up to date with BBPCF's newsletter and will be able to attend Open Meetings, where it is appropriate.
- Membership is not transferable.
- BBPCF must be adhering to the new GDPR (General Data Protection Regulation) which came into force in May 2018.
- Steering Committee members must keep a register of members, either in a written form or held on computer and will ensure compliance with Data Protection Act 1988.
- Each member is entitled to one vote.
- Any member may request to be removed from the list at any time and no longer receive the newsletters.
- If the Steering Committee considers that any member's conduct is in any way harmful to the aims and objectives of BBPCF, all members of the Steering Committee must be consulted and in agreement to the right to terminate membership.

Management

- BBPCF will be managed by a Steering Committee. This will comprise of a minimum of 4 and a maximum of 12 members. This will include a Chair, Treasurer, and Communications Officer and a Forum Co-ordinator. Other roles within the Steering Committee will be appointed as and when required.
- The Steering Committee may have no more than 6 co-opted members who will not be entitled to vote.
- A quorum of one-third of the Steering Committee will be needed to hold a meeting.
- Each member has one vote.
- The Steering Committee must meet at least 4 times a year, either virtually or in person.



- A General Meeting can be called by at least 4 members of the Steering Committee when some special or urgent business has to be considered, including any amendments to the BBPCF Constitution. Such meetings will be called in writing 21 days in advance. A quorum for such meetings shall consist of a minimum of 8 Members or 5% of the membership. The same rules shall apply to Annual General Meetings.

Steering Committee Functions

- The Steering Committee may appoint sub-committees to carry out specific tasks and delegate specific powers as necessary. Sub-committees must report back to Steering Committee for ratification of any decisions.
- When gathering any feedback from parents, it must be emailed to our communications person within 5 days, to ensure all feedback is current.
- The Steering Committee will agree and approve the projects and activities to be undertaken by parent carer representatives for which remuneration can be claimed.
- The Steering Committee will review and approve BBPCF's policies and procedures every 12 months. These include:
 - Code of Conduct
 - Charter
 - Data Protection
 - Financial Control
 - Parent Carer Representative Agreement
 - Payment and Expenses

Amendment to the Constitution

Due to Covid 19 our Steering meetings are now online so this document can be amended online once all Steering Members have agreed. Email confirmations must be kept via our communication person.