



Constitution - AMENDED VERSION

Adopted on the 3rd day of November 2014

1 NAME

The name of the group is **SNAPS (Yorkshire) (Special Needs and Parent Support)**, hereinafter referred to as ('the Charity')

2 ADMINISTRATION

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Board of Trustees, constituted by the clause 5 of this constitution.

3 OBJECTS

The Charity's objects are:

- *To help meet the needs of parents and carers of children with special needs by the provision of support and advocacy, advice and information*
- *To promote health and education for children with special needs and their parents and carers*
- *To provide educational and recreational facilities in interests of social welfare for children with special needs and their parents and carers so that conditions of life may be improved.*

4 POWERS

- To provide support to families who care for a child with special needs
- To promote awareness of special needs
- To organise regular sessions for families of children with special needs
- To recruit voluntary workers
- To produce a newsletter
- To maintain a website
- To organise other events e.g. summer scheme, Christmas parties, evening fundraising events (where funds allow)
- To produce information leaflets
- To advertise the group



- To invite guest speakers relevant to the needs of the members

In furtherance of the objects but not otherwise the Board of Trustees may also exercise the following powers:

- To raise funds and to invite and receive contributions provided that the Board of Trustees does not undertake any permanent trading activities and shall conform to any relevant requirements of the law.
- To buy, lease or in exchange any property necessary for the achievement of the objects, and to maintain and equip it for use.
- To sell, lease or dispose of all or any part of the Charity's property, subject to consents required by law
- To employ staff (who shall not be members of the Board of Trustees) as are necessary for the proper pursuits of the objects and to make provision for the payment of superannuation.
- To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them
- To establish or support any charitable trusts, associations, or institutions formed for any or all of the objects
- To appoint and constitute such advisory committees as the Board of Trustees thinks fit
- To do all such other lawful things as are necessary for the achievement of the objects

5 MEMBERSHIP

5.1 Membership of the group

- Shall be open to all who support the objects of the Group;
- Members are required to complete a registration form

5.2 Termination of Membership

- Individuals shall cease to be members of the Charity for failure to satisfy the membership requirements as stated in Clause 5.1 above or for serious breach of any other rules of the Charity as laid down by the Board PROVIDED THAT the individual member concerned or their representative has had the right to be heard by the Board of Trustees before the final decision is made. There shall be the right of appeal to an independent arbitrator by mutual agreement.
- Upon receipt by the Secretary or the Chair by a written notification of the intention from the member concerned.



6 BOARD OF TRUSTEES

6.1 Individuals directly nominated by and from the Group's membership and elected at the Annual General Meeting (AGM) shall manage the group:

6.2 The Board shall be comprised of up to 12 elected members who shall elect a Chair, a Treasurer and a Secretary at the Committee's first meeting following the AGM.

The Board shall have the following powers:

6.3 To set up sub-committees, working parties and ad hoc committees to address specific tasks.

6.4 To appoint not more than 2 co-opted members ensuring that no-one is appointed as a co-opted member if, as a result, more than one third of the members of the Board of Trustees would be co-opted members. Each appointment of a co-opted member shall be made at a meeting of the Board.

6.5 To raise funds and to invite and receive contributions provided that in raising funds the Board shall not undertake any substantial permanent trading activities.

6.6 To employ such staff (who shall not be members of the Board) as are necessary for the proper pursuit of the aims of the Group as above:

6.7 To co-operate with other voluntary and community based organisations and authorities and agencies operating in furtherance of the aims of the Group or similar charitable purposes and to exchange information and advice with them:

6.8 To establish or support and charitable trusts, associations, or institutions formed for all or any of the above:

6.9 To acquire property and equipment:

6.10 To do all such lawful things as are necessary for the achievement of the aims above.

7 BOARD MEETINGS

7.1 The Board shall meet at least 6 times per year

7.2 The Secretary shall be responsible for the preparation and distribution of agendas and notices of meetings.

7.3 Notices of meetings stating date, venue and time shall be sent to all Board members at least 5 days before the date of the meeting

7.4 The Board shall keep minutes (kept in a file for the purpose) of the proceedings at meetings of the Board and any subcommittee. The Secretary shall be responsible for keeping a proper record of the Board meetings.



QUORUM

7.5 A minimum of half plus one of the Board of Trustees must be present for the Board to take any decision, which is the competence of the Board.

However, Board members will not be allowed to vote on a decision if they have not attended at least one of the last three ordinary Board meetings.

7.6 Every matter shall be determined by a majority of votes of the members of the Board present and voting on the question but in the case of equality of votes the Chair person of the meeting shall have a second or casting vote.

7.7 Staff employed by the Group may attend and address Board meetings but shall not be entitled to vote.

7.8 Board meetings shall be conducted in accordance with rules drawn up and revised as necessary by the Board.

8 ANNUAL GENERAL MEETING

8.1 The Board shall arrange an AGM for the purpose of

- a) Reporting to the Group's members about the activities of the Board over the year
- b) Receipt and approval by membership of the Group's accounts
- c) Accepting resignations from the Board
- d) Electing new Board members
- e) Resolving any other proposal that members may have submitted

8.2 The AGM shall be held at an interval of not more than 15 months from the date of the last AGM

8.3 Notice of the AGM shall be sent to all members 21 days before the date of the meeting. This shall be the responsibility of the Secretary or in his/her absence that of the Chair

8.4 The Chair of the Board shall act as Chair at any AGM. In his/her absence, members may elect any of the Board members present to chair the meeting.

8.5 Any member of the Group wishing to include a motion at the AGM shall be required to submit it to the Secretary no later than 21 days before the date of the meeting.

8.6 Any motion to be adopted shall require agreement by a two thirds majority of the members present with the right to vote.

8.7 At the AGM, each member of the Group shall be entitled to one vote.

9 SPECIAL GENERAL MEETINGS

9.1 The Board of Trustees may call a Special General Meeting of the Group at any time. If at least a third of members request such a meeting in writing stating the business to be considered the Secretary shall call such a



meeting. At least 21 days notice must be given and the notice must state the business to be discussed.

10 ACCOUNTS/FINANCE

10.1 All monies raised by or on behalf of the Group shall be applied to furthering the objects of the Group and to no other purpose.

10.2 The Treasurer shall be responsible for keeping proper books and records of accounts, opening a Bank Account in the name of the Group and preparing the accounts for the AGM.

10.3 The accounts shall be examined once a year by an independent person/agency appointed by the Board.

10.4 The funds of the Group, including all donations, contributions, and bequests shall be paid into an account operated by the Board in the name of the Group at such bank as the Board shall from time to time decide.

10.5 All cheques drawn on the account must be signed by at least two members of the Board

11 AMENDMENTS TO THE RULES

11.1 Any alterations to this constitution shall require the approval of a two-thirds majority of the voting members present at a Special General Meeting

11.2 The Secretary must receive any resolution for the alteration of the Constitution in writing not less than 28 days before the General Meeting.

11.3 No amendment may be made that would have the effect of making the Charity cease to be a Charity

11.4 No amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or the donors of the Charity

11.5 No amendment may be made to clauses 4 and 6 without the prior written consent of the Commission

11.6 A copy of any resolution amending this constitution shall be sent to the Commission within 21 days of it being passed.

12 WINDING UP and DISSOLUTION

12.1 If the members resolve to dissolve the Charity the Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Charity in accordance with this clause.

12.2 The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity



12.3 The Trustees must apply any remaining property or money:
(a) directly for the objects:
(b) by transfer to any Charity or charities for the purposes the same as or similar to the Charity.

(c) in such other manner as the Charity Commission for England and Wales ('the commission') may approve in writing in advance

12.4 The members may pass a resolution before or at the same time as the resolution to dissolve the Charity specifying the manner in which the Trustees are to apply the remaining property or assets of the Charity and the Trustees must comply with the resolution if it is consistent with paragraphs (a)-(c) inclusive in the sub-clause above (3)

12.5 In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity (except to a member that is itself a charity)

12.6 The Trustees must notify the Commission promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to the Commission for the accounting period which ended before its dissolution, they must send the Commission the Charity's final accounts

13 CAMPAIGNING/POLITICAL AGENDA

13.1 SNAPS will ensure that any campaigning undertaken will only be in the context of supporting the delivery of its charitable purposes.

13.2 SNAPS will not affiliate itself with any political party or leader and will only support policies in line with governance of the group.

This constitution was revised as the constitution of **SNAPS** at a meeting held at the offices of Irwin Mitchell, Leeds on Monday 3 November 2014.

SIGNED

CHAIR _____

VICE CHAIR _____

SECRETARY _____

TREASURER _____