

Bridport ASD and Social Anxiety Group.

Constitution.

Formalised on: 01.03.20

Name of Organisation: Bridport ASD and Social Anxiety Group.

Aims:

- To facilitate peer support with parents and carers of children affected by ASD and/or Social Anxiety
- To enable supported socialisation for teens who are affected by these issues, aged 11-18
- To signpost for support
- To encourage sharing of ideas, resources and support within and between these groups
- To raise awareness about these issues in our community

Powers:

- a) To raise funds and apply for, invite, obtain, collect and receive contributions, subscriptions, fees and otherwise
- b) Affiliate to any local or national group or association that the Committee decides is appropriate and disaffiliate from any organisation if continued affiliation be, in the Committee's view, against the interests of the group
- c) Open bank accounts
- d) Take out insurance
- e) Organise courses and events
- f) Do all such other lawful things as shall further the attainment of the aims

Members:

- All users and volunteers at the project
- Anyone who supports the aims of the group and participates in its activities, e.g on our facebook page
- And organisations and individuals who are interested in furthering the work of the group
- Members fill in their details on the Young Person Information Sheet and Adult Participant/Volunteer Information Sheet when they join the group, or agree to the terms of our Facebook page.
- Ceasing to be a member:
The committee may terminate any membership of any member bringing the group into disrepute. The member concerned shall have the right to be heard by the committee before a final decision is made.

Equal Opportunities:

We are committed to equal opportunities. Our full policy is in the group handbook.

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

Committee Members:

Chair: Karen Wright

Secretary: Pennie Jones

Treasurer: Leeann O'Brien

Press Officer: Elizabeth Friend

Duties of the Officers:

Chairperson:

- a) Chair meetings of the Committee and the Group
- b) Represent the Group at functions/meetings

c) act as spokesperson for the Group when necessary

Secretary:

- a) Take and keep minutes of the meetings
- b) Prepare the agenda for meetings in consultation with the Chairperson and any others
- c) Maintain the membership list
- d) Collect and circulate any relevant information within the Group

Treasurer:

- a) supervise the financial affairs of the Group
- b) maintain proper accounts that show all monies collected and paid out by the Group

Publicity Officer:

- a) Publicise any Group events in the press and on Social Media
- b) Keep awareness of the group in local press and to other locations with potential users e.g schools, Children's Centre.

Finance

- a) Any bank accounts opened for the group shall be in the name of the group.
- b) Any cheques issued shall be signed by 2 of the appointed signatories who are Karen Wright, Anna Best, Debbie Marlow, Leeann O'Brien.
- c) Any funding bids by the group should be approved at a committee meeting or by at least 3 committee members. Ideally a parent and teen could also be involved.
- d) Any monies spent by the group should be agreed by at least three committee members if over £100

An Annual General Meeting will be held once a year in June.

All members shall be given at least 14 days' notice of the AGM and are entitled to attend and vote. The quorum will be 4 members.

Business of the AGM will include:

- a) A report from the chairperson on the group's activities over the year
- b) A report from the group treasurer on group finances
- c) Electing a new management committee. New nominations can be taken at the meeting. They must be proposed and seconded.
- d) Considering any other matters as may be decided

Committee meetings

All members are welcome to attend. Quorum is 4.

- a) The Committee shall meet at least once a term
- b) The Chairperson will Chair all meetings
- c) Voting is by a show of hands

Dissolution.

The group may be wound up at any time by a two thirds majority of those members present and voting at any general meeting. All remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation with similar aims. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at a general meeting of the Group on:

Date:

Name and position in group

Signed

Name and position in group

Signed

Other members: