



Shaping SEND Services with Bury Families

CONSTITUTION

DEFINED TERMS

With this Constitution, unless the context requires otherwise, the following terms are defined as follows:

AGM - Annual General Meeting (usually February).

This is an Annual Meeting with invitations sent to all members of BURY2GETHER.

BURY - This is the township identified by the Department for Education and it is the administrative centre of The Metropolitan Borough of Bury. The Metropolitan Borough of Bury consists of 6 towns: Bury, Ramsbottom, Tottington, Radcliffe, Prestwich and Whitefield.

BURY COUNCIL - This is the administrative body of The Metropolitan Borough of Bury and is also referred to as the LOCAL AUTHORITY or LA.

BURY2GETHER - means the Parent/Carer Forum constituted by this Constitution.

BURY2GETHER CONTACT DETAILS –

Website: www.bury2gether.co.uk

Facebook: www.facebook.com/BURY2GETHER

Facebook Parent/Carer Support Group: www.facebook.com/groups/Bury2Gether

Twitter: @BURY2GETHER

CCG – This is the Clinical Commissioning Group for Health.

THE CHAIR - This is the person in charge of BURY2GETHER who presides over meetings and any events carried out under the name BURY2GETHER.

COMMITTEE GROUP - This is a group of people who have been appointed by vote from the Steering Group members of BURY2GETHER prior to the AGM.

COMMITTEE MEETING - These are meetings held as required with members of the Committee, including the Chair, Secretary and Treasurer, to discuss any issues arising.

THE CONSTITUTION - Means the Constitution of BURY2GETHER as set out in this document and as amended from time to time (as set out in the document).

EGM - Extraordinary/Emergency General Meeting - This is a meeting that will be held for any matters arising outside of the AGM to deal with any emergency/urgent matters arising.

GDPR - General Data Protection Regulation - The GDPR forms part of the data protection regime in the UK, together with the new Data Protection Act 2018 (DPA 2018).

INDEMNITY - Means security against loss or other financial burden. This includes, but is not limited to BURY2GETHER's Public Liability Insurance, Buildings and Contents Insurance and GDPR insurance.

The **LOCAL AUTHORITY or LA** - Means the Administrative body in local government and is also referred to as BURY COUNCIL.

MEMBER - As referred to in this Constitution, is a person who volunteers their time and services for the benefit of BURY2GETHER.

POLICIES AND PROCEDURES - These are the documents that outline BURY2GETHER's procedures, to ensure that uniformity in our decision making, and that our expected standards are met, maintained and delivered.

BURY2GETHER's policies and procedures are implemented, approved and adhered to as referred to in paragraphs below.

PUBLIC LIABILITY INSURANCE - Provides cover for any incidents that may arise. For example, (And not by any means an exhaustive list): Relating to personal injury or property damage, including legal costs arising from such incidents. Full details can be obtained from the Secretary of BURY2GETHER.

THE SECRETARY - Means the person elected with responsibility for keeping records, arranging meetings, circulating meeting agendas and minutes and any other tasks as required to assist in the running of BURY2GETHER.



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SEND - Means 'Special Educational Needs and Disabilities' for children and young people aged 0-25 years.

SERVICES - Means those government or other institutional services and supports specifically provided to enable people who have SEND to participate in society and community life.

THE STEERING GROUP - Is a group elected by members of BURY2GETHER to decide on the priorities and order of business and discuss any matters arising.

STEERING GROUP MEETING - Means a meeting of the Steering Group in accordance paragraphs below.

STEERING GROUP MEMBER - A person elected by current Steering Group Members, to become a member of the Steering Group and to attend meetings (as in paragraphs below).

SUSPENDED - Under paragraphs 4 (iv), 4(viii) and 5(iii) the term suspended would mean that BURY2GETHER would not continue to operate until the minimum number of Steering Group or Committee members are elected.

THE TREASURER - Means a person who is elected to administer and manage the financial assets and liabilities of BURY2GETHER.

BURY2GETHER is a Parent/Carer Forum for Bury.

BURY2GETHER will be governed by the provisions of this Constitution

BURY2GETHER will operate solely within the scope of it's primary and secondary aims, as stated in paragraphs 1 and 2.

Parent/Carer Forum - A group of Parents and Carers of Children and Young People (aged 0-25) with SEND (Special Educational Needs and Disabilities), who work with local authorities, education settings, health/social care providers and other providers, to make sure the services they plan and deliver, meet the NEEDS of children and young people with SEND and their families.

The Committee and/or the Steering Group have the authority to set goals and objectives for BURY2GETHER and direct and control it's activities, (including the raising and spending of income), provided this is within the primary and secondary aims as stated in paragraphs 1 and 2.

1. Primary Aims

BURY2GETHER's aim is to ensure that Services in Bury meet the needs of children with SEND and their families. In order to achieve this, BURY2GETHER's primary aims are to :

- Grow a representative membership of all Bury families, diversities and needs.
- Empower and upskill Parent/Carer's to facilitate Participation and Engagement in Bury.
- Gather the views of Bury families of children and young people with SEND in Bury.
- Deliver and faithfully represent, the views of our members through representation at a Strategic Board level.
- Work with the Local Authority, Education Settings, Health Providers and other providers in Bury, to highlight where Services are working well and provide constructive challenge when changes or improvements are required.
- Co-produce Services with the Local Authority, Education Settings, Health Providers and other providers, to meet the needs of children and young people with SEND and their families in Bury.

2. Secondary Aims

In addition, BURY2GETHER's secondary aims include:

- To facilitate/co-ordinate/inform Parents/Carers of social opportunities and events in the Bury area.



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- Empower and up-skill Parents/Carers and facilitate a wider and richer network around them.
- Enable Parents/Carers to share good practice and learn from one another through peer to peer support.

3. Governance

3.1) BURY2GETHER will be governed by the Committee and the Steering Group as set out in paragraphs 4 and 5 respectively.

4. Committee

Conduct

4.1.1) The Committee and each of its members will act in accordance with the Constitution and all adopted policies and procedures of BURY2GETHER at all times when representing BURY2GETHER and its members.

4.1.2) The Committee and each of its members will do nothing to bring BURY2GETHER or its name into disrepute at any time.

4.1.3) The Committee and each of its members are a representative voice of BURY2GETHER and as such will abide by the terms agreed in the separate Code of Conduct. All information will be treated confidentially and all members will maintain BURY2GETHER's high professional standards and not bring its name into disrepute.

Membership

4.2.1) The Committee will have, at any particular time, a minimum of four members (including the Chair, the Secretary and the Treasurer) and a maximum of eight members. If, due to resignations or for any other reason, the Committee does not have the minimum membership, BURY2GETHER will be suspended until the minimum Committee membership is achieved. In this instance, there will be a permanent advertised recruitment drive, in order to ensure continuance as soon as possible.

4.2.2) The Chair, amongst other duties agreed by the Committee from time to time, is responsible for convening and chairing meetings of the Committee and retains overall responsibility for the control and organisation of BURY2GETHER.

4.2.3) The Treasurer, amongst other duties agreed by the Committee from time to time, is responsible for the control and appropriate application of the income of BURY2GETHER in line with the financial policies of BURY2GETHER.

4.2.4) The Secretary, amongst other duties agreed by the Committee from time to time, is responsible for the duties set out in paragraphs below.

Appointment

4.3.1) From 1/1/19 onwards, and subject to the maximum number of members of the Committee, any Member of BURY2GETHER can apply to the Chair in writing or submit a video, to become a member of the Committee. Although it would be preferable that applications for the Committee came from existing Steering Group Members.

The Chair has the power to implement an interim Committee position at any time following a resignation.

If at any time there are fewer than the maximum number of members of the Committee or and when members of the Committee are required to submit their membership for re-election, the Secretary will advertise the vacancy at the next meeting of the Steering Group and on the website of BURY2GETHER within 2 weeks of the vacancy arising, together with brief details of the process and timeframes of application.

4.3.2) Any Member may apply to become a member of the Committee by submitting an application in writing to the Chair no later than the first week in January (in advance of the AGM). The Secretary will circulate applications to Members during December in advance of the relevant AGM, together with a summary of the relevant voting process.

4.3.3) New members of the Committee will be elected by the other members of the Committee before the AGM by a majority vote. Each applicant for membership of the Committee will have the right to submit a statement via a written submission or video.



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Re-election

4.4.1) Members of the Committee, including the Chair, must submit their membership and/or role for re-election every 3 years, before the AGM, during the first week in January.

4.4.2) The Chair and all members of the Committee must submit their role for re-election on or before the third anniversary of their appointment at the appropriate AGM.

4.4.3) Members of the Committee Group must submit their written applications in writing or a video by the first week in January. An email will be sent out of the videos and/or written submissions, and a poll taken. The poll will be conducted by The Chair. The voting will close on the second week of January. The Chair will contact all parties by the third week of January.

Resignation

4.5.1) Any member of the Committee can resign, at any time, by writing to the Chair. They must set a clear end date. It is permitted for Committee Members to step back from their role for a short period of time whilst retaining their role. This must be communicated by to the Chair in writing with a clear end date, for consideration.

Removal

4.6.1) Any Member can make an application in writing to the Chair, to remove a member of the Committee at any time if, and only if it can be shown, that the relevant member of the Committee has not acted in accordance with the Constitution and/or any adopted policies of BURY2GETHER. The Chair will investigate such applications and present their finding to the Committee who will vote on the matter. A person may be removed with a 75% vote. And the member will be given the opportunity to present any views or objections in writing to the Chair.

Committee Meetings

4.7.1) The Committee will hold meetings as required, with a minimum of three meetings per annum. Meetings will be held on Monday afternoons 1.00-2.30pm. A minimum of four members of the Committee is required for a quorum. If a quorum is not present, the meeting will be postponed.

4.7.2) Members of the Committee must declare any conflicts of interest during meetings.

4.7.3) The Chair will chair Committee Meetings unless a suitable delegate is agreed by the majority of the members of the Committee, present at the relevant meeting.

4.7.4) The Secretary will circulate an agenda for all Committee Meetings to all members of the Committee in advance of the relevant meeting, document discussions and decisions during Committee Meetings and retaining this documentation for a minimum period of 2 years. The meeting will be arranged one year in advance by the Chair.

Delegation

4.8.1) The Committee may delegate specific responsibilities and/or duties to individual members of the Committee and/or Steering Group for specified periods of time as it sees fit.

Remuneration

4.9.1) No member of the Committee will be remunerated for their role as a member of the Committee; however, reasonable expenses (in accordance with any financial policy in force from time to time) may be claimed. Any requests must be submitted to the Treasurer and it is at the members discretion if they wish to claim them.

Policies and Procedures

4.10.1) The Committee is responsible for preparing, documenting and implementing detailed policies and procedures for the control and organisation of BURY2GETHER, which must include but is not limited to: Code of Conduct, GDPR, Social Media Policy

4.10.2) Policies will be presented at Steering Group Meetings for discussion and adopted if approved by a majority 75% vote in accordance with paragraph 4 (xv).

Insurance

4.11.1) The Committee is responsible for ensuring that BURY2GETHER has adequate insurance cover for its activities. This includes, but is not limited to, Building and Contents insurance, GDPR



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insurance, Public Liability insurance. The insurance should be arranged and reviewed by the Treasurer.

Voting

- 4.12.1) It is not permitted for any member of the Committee to transfer their vote to any other person. Honorary members do not have any voting rights and aren't permitted to sit at the Committee.
- 4.12.2) Decisions of the Committee will be made by a majority 75%, via a show of hands at a meeting. If a majority cannot be reached, the Chair will have the casting vote.
- 4.12.3) Proxy votes will be available on issues that deem need a broader representation, these will be decided by the chair.

5. Steering Group

Conduct

- 5.1.1) The Steering Group and each of its members will act in accordance with the Constitution and all adopted policies and procedures of BURY2GETHER at all times when representing BURY2GETHER and its members.
- 5.1.2) The Steering Group and each of its members will do nothing to bring BURY2GETHER or its name into disrepute at any time. Steering Group members are a representative voice of BURY2GETHER and as such will abide by the terms agreed in the separate Code of Conduct, maintain high professional standards and confidentiality and not bring BURY2GETHER or its name into disrepute.

Membership

- 5.2.1) The Steering Group will have, at any particular time, a minimum of five members and a maximum of 25 members. If, due to resignations or for any other reason, the Steering Group does not have the minimum membership, BURY2GETHER will be suspended until the minimum membership is achieved.

Appointment

- 5.3.1) From 1/1/19 onwards, and subject to the maximum number of members of the Steering Group stated, any Member can apply to the Chair in writing to become a member of the Steering Group.
- 5.3.2) If at any time there are fewer than the maximum number of members of the Steering Group, as stated, or when members of the Steering Group are required to submit their membership for re-election, the Secretary will advertise the vacancy on the website of BURY2GETHER within 2 weeks of the vacancy arising, together with brief details of the process and timeframes of application.
- 5.3.3) Any Member may apply to become a member of the Steering Group by submitting an application via video or in writing, to the Chair at any point whilst there are vacancies. The Secretary will circulate all applications to all Steering Group Members 1 week in advance of the relevant Steering Group Meeting, together with a summary of the relevant voting process.
- 5.3.4) Members of the Steering Group will be elected by current Steering Group at a Steering Group Meeting by a majority vote.

Re-election

- 5.4.1) Members of the Steering Group must submit their membership and/or role for re-election every 2 years, before the AGM, during the first week in January.
- 5.4.2) The Chair and all members of the Committee must submit their role for re-election on or before the second anniversary of their appointment at the appropriate AGM.
- 5.4.3) Members of the Steering Group must submit their written applications in writing or a video by the first week in January. An email will be sent out of the videos and/or written submissions, and a poll taken. The poll will be conducted by The Chair. The voting will close on the second week of January. The Chair will contact all parties by the third week of January.

Resignation

- 5.5.1) Any member of the Steering Group can resign at any time by writing to the Chair. A clear end date must be given. It is permitted for Steering Group Members to step back from their role for a



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short period of time whilst retaining their role. This must be communicated by to the Chair in writing with a clear end date, for consideration.

Removal

5.6.1) Any Member can make an application in writing to the Chair to remove a member of the Steering Group at any time, if and only if, it can be shown that the relevant member of the Steering Group has not acted in accordance with the Constitution and/or any adopted policies of BURY2GETHER. The Chair will investigate such applications and present their finding to the Committee, who will vote on the matter.

Steering Group Meetings

5.7.1) The Steering Group will hold 10 meetings a year, with a minimum of 8 to be attended by all members. Meetings will be held on a Thursday night 7-9pm. A minimum of 10 members of the Steering Group is required for a quorum. If a quorum is not present, the meeting will be postponed. Members of the Steering Group must declare any conflicts of interest during meetings.

5.7.2) The Chair will chair Steering Group Meetings unless a suitable delegate is agreed by the majority of the members of the Steering Group present at the relevant meeting. The Chair will set the meetings 1 year in advance.

The Secretary will circulate an agenda for all Steering Group Meetings to all members of the Steering Group in advance of the relevant meeting, document discussions and decisions during Steering Group Meetings and retaining this documentation for a minimum period of 2 years.

Delegation

5.7.3) The Committee may delegate specific responsibilities and/or duties to individual members of the Committee and/or Steering Group for specified periods of time as it sees fit.

Remuneration

5.8.1) No member of the Steering Group will be remunerated for their role as a member of the Steering Group; however, reasonable expenses (in accordance with any financial policy in force from time to time) may be claimed. It is at the Steering Group members discretion whether or not they claim expenses.

Honorary Members

5.9.1) BURY2GETHER welcome honorary members at Steering Group Meetings (decided by the Chair), however, they cannot represent at meetings or sit on the Committee.

Voting

5.10.1) It is not permitted for any Member of the Steering Group to transfer their vote to any other person. Honorary members do not have any voting rights.

5.10.2) Decisions of the Steering Group will be made by a majority 75%, via a show of hands at a meeting. If a majority cannot be reached, the Chair will have the casting vote.

6. Amendments

6.1) The Constitution can be amended at any time by a 75% majority vote at a Steering Group Meeting.