

# **The Family Centre (Deaf Children)**

## **CONSTITUTION**

(Adopted at AGM 22 November 2015)

### **1 Name**

The name of the organisation is The Family Centre (Deaf Children) – (herein after called “The Centre”). The definition of deafness is to include all ranges of hearing loss, whatever the cause.

### **2 Objects:**

“The promotion of social inclusion and the provision of education among deaf children and their families in Bristol and the surrounding area, who may be excluded from society, or parts of society, as a result of being deaf (where deaf is defined as mild to profound hearing loss) by:

1. Providing workshops, forums and general advice for deaf families
2. Providing social support, recreational facilities and opportunities for deaf families
3. Providing, or supporting access to the provision of, services supporting deaf families, by working with other relevant agencies.

### **3 Membership**

Full membership of The Centre shall be open to all families who live with deafness, including Deaf adults. Associate membership shall be open to professionals and other interested families/carers.

Each family/individual shall pay a membership annually. The amount will be decided and reviewed by the Board of Trustees. Fees will be paid by 1<sup>st</sup> November each year and can be waived at the Boards discretion. The Board should have the power to terminate membership.

### **4 Board of Trustees**

The affairs of The Centre shall be governed by a Board of Trustees consisting of eleven (11) Full members as defined in clause 3, elected by the membership at the AGM for a term of three years with one third retiring each year but being able to stand for re-election.

In the event that the number of Trustees falls below seven (two-thirds) of the total), vacancies may be filled by non-members by the decision of the members at the Annual General Meeting, until seven Trustees have been appointed.

The Trustees may at any point decide to appoint a new charity Trustee (either a Full member or non-member) if the number of trustees falls below the minimum number necessary to constitute a quorate meeting of the Trustees (as specified below). A person so appointed by the Trustees shall retire at the next Annual General Meeting.

Associate Members may be invited by the Board of Trustees to be non-voting members of the Board. Sub-committees can also be formed when required.

Office bearers shall consist of: Chair, Vice Chair, Treasurer and Secretary elected openly at the AGM plus any others as deemed necessary from time to time. Officers shall be either Trustees or Associate Members.

Quorum: a minimum of five (5) Trustees is necessary to constitute any meeting of the Trustees.

The Board of Trustees shall normally meet monthly, but at least six times a year.

The Board of Trustees has the power to recommend the dismissal of a member of the Board by a vote of two thirds majority.

## **5 Annual General Meeting**

The Annual General Meeting shall be held with six weeks notice. The Business of the said meeting shall include:

- a) the receipt of audited accounts and reports on the preceding year
- b) the election of a Board of Trustees and appointment of Officers.
- c) the appointment of Auditors
- d) the meeting must be quorate. The quorum for the AGM is ten Full members entitled to vote, or one tenth of the total number of members, whichever is the greater.

## **6 Extraordinary General Meeting**

An Extraordinary General Meeting shall be convened upon the request of the Board of Trustees on an overall majority or by 5% of the members of The Centre working together.

No business shall be transacted at such meeting other than that specified in the Notice.

The quorum shall be as in 5 (d) above.

## **7 Notice of Annual or Extraordinary General Meetings**

The General meeting shall be advertised within The Centre and by post to all members, or by such other method as the Board of Trustees shall from time to time decide. This notice and related agenda shall also be available in BSL at the same time as the English versions.

## **8 Minutes**

Minutes of all meetings of the Board of Trustees, Annual General Meetings and Extraordinary General Meetings shall be taken and made available.

## **9 Voting**

Those entitled to vote at a General Meeting and for the Board of Trustees shall be Full members as defined in paragraph 3. Those who have not paid their annual subscriptions and Associate Members are entitled to attend the General Meeting, but not to vote.

Decisions shall be taken by a simple majority, except on matters of constitution when a two thirds majority is required.

## **10 Trustees**

All property of The Centre shall be vested in at least three Holding Trustees who will be appointed by the Board of Trustees. These Trustees will not be involved in any other management aspect of The Centre.

## **11 Remuneration**

No member of the Board of Trustees shall receive any financial reward in respect of his/her position, nor be employed as a member of staff, without the prior written consent of the Charity Commissioners, but a facility shall be provided for the payment of actual out of pocket expenses at a level determined by the Board.

## **12 Banking/Accounts**

The Board of Trustees shall make arrangements for opening and operating a bank account or accounts. Signatories will be determined by the Board. Each Account/Cheque must have at least two signatories.

The Board of Trustees shall provide books of accounts in which shall be kept all proper accounts of all monies received and paid respectively by or on behalf of the Board for the purpose of The Centre.

The Board shall arrange for the accounts to be audited annually at 31 March by a Chartered Accountant.

## **13 Amendments to the Constitution**

- (i) subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (ii) no amendments may be made to clause (1) (the name of the charity clause), clause (2) (the objects clause), clause (11) (Board of Trustees members not to be personally interested clause), clause (15) (the dissolution clause), or this clause without the prior consent in writing of the Commissioners.
- (iii) no amendment may be made which would have the effect of making the Charity cease to be a charity by law.
- (iv) The Board of Trustees should promptly send to the Commissioners a copy of any amendment made under this clause.

## **14 Registration**

The Centre shall be registered with the Charity Commission.

## **15 Dissolution**

The decision to wind up The Centre must be taken by a majority vote at an Annual General Meeting or an Extraordinary Meeting, the decision being with the members. Once debts have been paid to creditors any outstanding assets should be transferred to an organisation or

organisations having objects similar to The Family Centre (Deaf Children)  
in consultation with the Charity Commission.

Signed by

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Trustee

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Trustee