

North Walsham Think Carer Network

Constitution

1. Name

The name of our organisation is **North Walsham Think Carer Network**. It is an **unincorporated association**.

2. Aims of the Network

- a) To raise awareness and increase understanding of the needs of unpaid carers of people living in North Walsham and the surrounding area.
- b) To increase the support available to them.
- c) To build the capacity of groups and organisations that operate in North Walsham that support (directly or indirectly) 'people who help others', especially unpaid carers.

3. The Network will do this by:

- a) Increasing communication, contact, co-operation, understanding and trust between network members;
- b) Recording, sharing, and making publicly available, information about the services network members offer;
- c) Gathering and sharing information about other relevant local services and resources;
- d) Identifying gaps in current provision identified by carers, and informing those responsible, along with possible solutions;
- e) Signposting and connecting people who need support to organisations and individuals who can help them, with due regard to confidentiality.

4. Powers

In order to achieve its aim the Network may:

- a) Work with other organisations and exchange information;
- b) Organise meetings, forums, workshops and other activities as necessary;
- c) Reproduce and disseminate information to the public and others;
- d) Raise money;
- e) Open bank accounts;
- f) Take out insurance and undertake risk assessments;
- g) Do all such other lawful things as shall further the attainment of the aims.

5. Membership

- a) Membership of the Network shall be open to any voluntary or community group or organisation that supports (directly or indirectly) '**people who help others**' in North Walsham and who are committed to the aims of the Network.
- b) Members will be asked to nominate a representative who will be the 'named contact' for the group or organisation. They (or their proxy) will be expected to attend at least two thirds of Network meetings annually and provide up-to-date information to the Network about their group or organisation.

- c) The representative (or their proxy) shall have voting rights on behalf of their group or organisation.
- d) If a group withdraws or does not meet their obligations as a member of the Network, their information will be removed from all the Network systems.
- e) The Network may terminate the membership of any group or organisation that brings the Network into disrepute. The member concerned shall have the right to be heard at a quorate meeting of members before a final decision is made.
- f) Associate membership shall be open to statutory, independent or private organisations that support the aims of the Network.
- g) Associate Members should have a 'named representative', but not voting rights.

6. Equal Opportunities

- a) The Network is committed to working with all relevant organisations and groups - representing the diversity of the community of North Walsham.
- b) Unlawful discrimination and prejudice will be challenged whenever it is observed and membership will be withdrawn from groups or organisations where such attitudes or practice is evident.
- c) The Network will manage the confidentiality of personal data in accordance with the GDPR (General Data Protection Regulation)

7. Management

- a) A Steering Group of not less than three members' representatives, appointed at the Network's Annual General Meeting, shall administer the Network.
- b) The roles of the Steering Group shall include: Chair, Treasurer and Secretary.
- c) The Steering Group shall meet at least three times a year.
- d) The Steering Group may co-opt as many representatives as are required to implement the decisions of members, and they shall have full voting rights.

8. Finance

- a) Any money obtained by the Network shall be used only for the Network.
- b) Any bank account opened by the Network shall be in the name of the Network.
- c) All cheques shall be signed by two of the three approved signatories.
- d) The Network's financial year will end on 31st March.
- e) Records will be kept of all income and expenditure, and a financial report will be made at each Network members' meeting and the AGM

9. How the Network will run

- a) Network members shall meet at least three times a year (e.g. January/May/September).
- b) Members shall organise and service these meetings (e.g. arranging speakers, taking notes, refreshments).
- c) Each meeting agenda shall allow for: steering group business; sharing of information between members; external speakers and/or workshops on topics of mutual interest (e.g. recruiting and supporting volunteers; confidentiality and data protection; advocacy and safeguarding); other business as agreed by members.

- d) Meetings shall be open to the nominated representatives (or their proxy) of Network members. Members of the public may attend all or part of each meeting, unless the majority of nominated representatives decide otherwise.
- e) It is anticipated that in addition to organised meetings, communication will take place informally between members. On-line communication will be considered to enable the speedy exchange of information between Network members.
- f) Other events and activities may be organised as necessary.

10. AGM and other meetings

- a) The Network shall hold an AGM in May.
- b) All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.
- c) The quorum for an AGM shall be one-third, plus one, nominated representatives (or their proxy).
- d) The business of the AGM shall include:
 - Receiving a report from the Steering Group on activities and finances over the year.
 - Electing a new Steering Group.
 - Agreeing a programme for the following year.
 - Any other matters as may be decided.

11. Procedure for meetings

- a) Meetings will be organised and facilitated by Network members, as agreed at the AGM.
- b) All decisions will be reached through discussion and consensus.
- c) If consensus cannot be achieved then decisions will be made by a majority vote of the nominated representatives present.
- d) A quorum is taken to be one-third, plus one, of current Network members.
- e) Postal or proxy votes will accepted, if the nominated representative is unable to attend.

12. Changes of constitution

- a) Any changes to the constitution will occur by majority vote at a quorate AGM or EGM.
- b) Due notice (i.e. three weeks minimum) will be given to members of any proposed change.

13. Dissolution

- a) The Network will be dissolved following a vote to that effect at the AGM, following due notice of the proposal (i.e. three weeks minimum).
- b) Any remaining funds will be passed on to a local organisation with similar aims.

This constitution was adopted on.....
September 2018 Draft 8

Signed.....Chair

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