

Constitution

NAME

The name of the organisation shall be:

CAPE - (Carers And Parents of adults with learning disabilities in Enfield)

AIMS AND OBJECTIVES

The aims of CAPE shall be to support, represent, inform, and facilitate friendship for parents, and unpaid carers, of adults (aged over the age of 18 years) with learning disabilities, in the London Borough of Enfield.

CAPE's overall objective is to improve the lives of such carers and the learning disabled adults they support.

POWERS

To further these aims the committee shall have power to:

- (a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of CAPE.
- (b) Associate with local authorities, voluntary organisations and the residents of the London Borough of Enfield, in a common effort to carry out the aims of CAPE.
- (c) Do all such lawful things as will further the aims of CAPE.

MEMBERSHIP

- (a) Voting membership shall be open to any person who is, or has been, the parent or unpaid family carer of an adult with learning disabilities, where that parent or carer resides in the London Borough of Enfield.
- (b) The Management Committee shall have the power to approve or reject applications for membership or to terminate the membership of any member provided that the member shall have the right to be heard by the committee before a final decision is made.
- (c) A list of members, and their contact details, will be maintained, and GDPR requirements will be complied with, in order to ensure that personal data is safeguarded and not used inappropriately.

MANAGEMENT

- (a) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage CAPE.
- (b) The Management Committee shall consist of a chairperson, secretary, treasurer, and 2 other voting members.
- (c) The Management Committee shall meet at least 3 times each year but can meet more frequently if the Chairperson or the Secretary feel there is a need to call a special meeting.
- (d) At least 3 committee members must be present at a Management Committee meeting to form a quorum.
- (e) A record of all transactions at the Committee Meetings shall be kept as a part of an official minute book.

GENERAL MEETINGS

- (a) An Annual General Meeting shall be held within 12 months of the date of the adoption of this constitution and each year thereafter.
- (b) Notices of the AGM shall be published and sent out to all members three weeks beforehand along with a report on CAPE's financial position for the previous year and a report from the Chairperson.
- (c) A Special General Meeting may be called at any time at the request of the committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members three weeks beforehand.
- (d) One third of membership or four members being present, whichever is the greater, shall enable a General Meeting to take place.
- (e) Proposals to change the constitution must be given in writing to the secretary at least 28 days before a general meeting and approved by a two thirds majority of those present and voting.
- (f) In addition to the AGM, members meetings will be held routinely in pursuance of CAPE's aims, as far as possible bi-monthly, failing which, not less than 4 times in the year. Notices of such meetings along with an agenda and announcement of guest speakers shall be sent out to all members at least two weeks before the event.

ACCOUNTS

- (a) The funds of CAPE, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee. All cheques drawn on the account must be signed by at least two members of the Management Committee.
- (b) The funds belonging to CAPE shall be applied only to further CAPE's stated aims.
- (c) A financial record of assets, income and expenditure, funding and grants, debtors and creditors will be kept by the Treasurer.

DISSOLUTION

- (a) CAPE may be dissolved by a resolution passed by a simple two-thirds majority of those present and voting at a Special General Meeting.
- (b) If confirmed, the Management Committee shall distribute any assets remaining after the payment of all bills to other charitable group(s) or organisation(s) having aims similar to those of CAPE or some other charitable purpose(s), as the Management Committee may decide.

Signed by Chair..... Date.....

Signed by Secretary..... Date.....

Signed by Treasurer..... Date.....