

SEFTON ADHD & ASD, SERVICES,

(Support Group & Socials).

CONSTITUTION.

1. Name

The name of the group shall be called **SEFTON ADHD & ASD SERVICES (Support Groups/ Social Events).**

2. Aim

The aims are:

- To support families and communities, who have ADHD, AUTISM, conditions, such as adults, parents of children with the conditions in Sefton and Merseyside.

Furthermore, SEFTON ADHD, ASD SERVICES, aims to change lives, by supporting communities to have an understanding of invisible disability.

- Offering monthly support groups, talk and support, education, health support, offering mini topics within the support groups .
- Monthly online social nights
- monthly social nights with socialising activities for people with Autism and ADHD.
- Offering Adult support for people with ADHD, Autism or neurodiversity- support groups, services to signpost and give our clients the best support as possible.
- Possible guest speaker support attending when needed.
- to offer a safe space
- To offer walks and talks, fundraising social events, meditation and a relaxing safe space.
- Following policies and procedures, Safeguarding, Law, Confidentiality and GDPR.
- Currently offering a parent and adult support group in Ainsdale wellbeing Centre monthly. Offering Social Nights monthly in the Tavern in Southport
- Currently Offering Adult ADHD, Autism, Neurodiverse 8-week programmes to give knowledge, support and strategies around a person's condition and to gain self-awareness and confidence in oneself. Outcome to empower and reduce isolation and improve mental wellbeing.

recruiting volunteers to encourage them to gain experience, confidence training and decrease isolation, DBS checks will be taken, £12 each until we have funding.

3. Objectives

The objects are to:

1. Offer Awareness Workshops to Parents, Adults and professionals with SEND or Mental health Needs when needed.
2. Develop close working relationships with statutory and voluntary sector bodies to share information.
3. Support statutory agencies such as drugs and alcohol teams, schools, NHS, reduce crime, other neurodiverse organisations.
4. To offer adults with ADHD, AUTISM or neurodiverse Adult monthly support groups, talk and support, support, social nights, with strategies that may improve their wellbeing, offer mindfulness classes, and sign posting services.
5. Fundraise, to support our services and develop our resources to support the local community.
6. To provide training for our volunteers to support the delivery of SEFTON ADHD, ASD SERVICES.

4. Powers

To further the objectives, the committee may exercise the following powers:-

- Power to raise funds, invite and receive contributions, donations and otherwise, providing that the group shall not undertake any permanent trading activities, receiving funds from other organisations for our services or by running fundraising events, membership fees, donations and applying for bids and grants.
- Raise funds for the organisation by charging professionals our workshops.
- Raise funds by offering subs and memberships to service users, to encourage sustainable income, to be able to provide resources.
- Power to cooperate with other charities, voluntary bodies and statutory authorities operating in the furtherance of the objectives or of similar charitable purposes and to exchange information and advice with them.

- To set up a **bank account in the name of SEFTON ADHD, ASD, SUPPORT SERVICES.**
- To hold regular and constructive meetings, monthly, TREASURER, SECRETARY, CHAIR and any committee members. service users and volunteers.
- To bring together representatives from voluntary organisations, government departments, statutory and individuals.
- To train volunteers or advise them of beneficial training that may be available and have regular meetings with the volunteers, to keep them updated with the ongoing services.
- Volunteers from the support groups must have attended the groups at least 4-6 support group sessions before applying to volunteer, DBS checks, policies and procedures and training will be given.
- To undertake any other lawful activity to further the group's aim.
- To have monthly meetings with trustees, treasurer and chairpersons.
- Treasurer to keep accounts log, spreadsheet or table of income and outcome and manage petty cash, to deal with bank transactions with 2 appointed signatures: **Christopher Purcell**

5. Membership

Membership of the group shall be open to any individual who supports the aims and objectives of the group. A membership fee will be either each session of £2:50 each or annually membership fee. This will entitle members to groups and workshops.

Annual Fee to be discussed.

5.1 Retirement and Removal of Committee Members

Members of the management committee shall cease to be members if.

- 5.a. A member has submitted their resignation in writing to the management committee.
- 5.b. A member of the management committee has not attended for 6 consecutive meeting without submitted apologies.
- 5.c If a member's actions are considered to contravene the code of conduct as agreed by the management committee and following an investigation regarding

ged breach. Any such investigation shall be conducted within the complaints procedures as agreed by the management committee.

5.2 Right of Appeal

A member of the management committee shall have the right of appeal in accordance with the complaints procedures as agreed by the management committee.

6. Officers and Committee

The Association will be managed by the management committee of not less than 2 people, (Melanie Duffy, Christopher Purcell, . The management committee may co-opt no more than 4 additional non -voting members who will attend in a nonvoting capacity. However, if a service user or committee meeting votes may be welcome, **Final decisions will be made by the two Co-founders, Christopher Purcell.**

The management committee shall be elected annually at the Annual General Meeting. All committee members will retire each year but will be eligible for re-appointment.

At the first meeting following the AGM the committee shall elect from their numbers the following:

- Co.Chair - Christopher Purcell - Jannine Perrymananton
- Secretary -
- Treasurer -

7. Meetings

(1) The Management Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Management Committee upon not less than 7 days' notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include an appointment of a co-opted member, then not **less than 21 days' notice must be given.**

(2) The chairman shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting, the members of the Management Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

(3) There shall be a quorum when at **least 2 members of the Management Committee are present at a meeting. Meetings can be monthly or every 2 months.**

Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

(5) The Management Committee shall keep minutes of the proceedings at meetings of the Management Committee and any sub-committee.

(6) The Management Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

(7) The Management Committee may appoint one or more sub-committees consisting of members of the Management Committee and any other co-opted help, for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee; provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Management Committee.

(8) Any member of the Management Committee who has not attended 6 consecutive meetings without apologies may be removed from the Management Committee subject to clause 5.b. above.

8. Remuneration of members of the committee

Member of the committee may not personally benefit unless:

- i. Such members shall not be present or take part in any discussion or decision relating to such remuneration.
- ii. Other members are satisfied that the level of remuneration is reasonable and proper having regard to the services rendered by such member of the association.

9. Finance

- Any money received shall be used to further the aims of the SEFTON ADHD, ASD group and for no other purpose.
 - All monies will be banked in an account held in the name of Life's for Living.
 - The Treasurer will be responsible for the finances of Life's for Living,.
 - The financial year of SEFTON ADHD, ASD SERVICES, will be
-
- The accounts will be independently inspected each year by SEFTON CVS.
 - Any cheques drawn against SEFTON ADHD, ASD SERVICES; funds should hold the signatures of Christopher Purcell plus one other signature: Melanie Duffy.

The Treasurer at the Annual General Meeting will present a statement of annual accounts.

10. Annual General Meetings

- The Secretary will give notice of the Annual General Meeting (AGM). Not less than 14 clear days' notice to be given to all members.
- The AGM will receive a report from officers and a statement of the inspected accounts.
- Elections of no more than 10 committee members will take place at the AGM.
- All members have the right to vote at the AGM.

11. Means of communication to be used

Any notice to be received or given by SEFTON ADHD & AUTISM, SERVICES, may be in:

- Writing
- Electronic Formal; or
- In any format agreed and minutes at a previous meeting

12. Dissolution

A resolution to dissolve Life's for Living, can only be passed at an AGM or Extraordinary General Meeting (EGM) through a majority vote of the membership. In the event of dissolution, any assets of that SEFTON ADHD & AUTISM SERVICES remain shall be given to another voluntary or community group with similar aims and objectives.


13. Amendments to the constitution

The constitution will only be changed through agreement by majority vote and an AGM or EGM.

14. Declaration

Life's For Living, hereby adopt and accept this constitution as a current operating guide and regulating the actions of members.

The constitution was adopted on:

Signed By:	Print Name	Signature
Chair/ Treasurer (Co-founder)	Christopher Purcell	
Co.Chair	Jannine Perryanton	
Secretary		

tee	Ellie White (Clients Representative)	
Committee		
Committee		
Committee		