



# LEARNING STARS



## CONSTITUTION

The name of the group shall be: **Learning Stars**

### **Aims**

The aims of the group shall be:

To advance understanding by offering support and training to adults with a learning disability who live or work in West Lancashire and outlying areas to improve the condition and quality of their life experiences.

To achieve this Learning Stars will:-

- ✓ Raise funds to finance the group.
- ✓ Contact all learning disabled adults who live and work in West Lancashire and District.
- ✓ Identify the Needs and problems of members.
- ✓ Raise expectations.
- ✓ Campaign for and on behalf of learning disabled adults.
- ✓ Have a positive public image.
- ✓ Be a Self-Advocacy organisation with peer support.
- ✓ Promote independence and inclusion.
- ✓ Liaise with other groups.
- ✓ Work in partnership with similar interest groups and individuals.
- ✓ Employ staff to ensure that the work of the group is carried out properly and effectively.
- ✓ Provide facilities for meetings etc.
- ✓ Obtain and maintain equipment and resources ie, offices, office equipment and materials etc, ensure that facilities are operated to standards which comply with Health and Safety legislation and local authority requirements.
- ✓ Evaluate the service and monitor the provision and effectiveness of service delivery.
- ✓ Plan for the future



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### **Membership**

- ✓ Membership shall be for adults over 19 with a learning disability who live or work in West Lancashire and nearby district who are interested in helping Learning Stars achieve its aims and willing to abide by its rules.
- ✓ Membership shall be open to individuals regardless of ethnicity, nationality, disability, gender, sexual orientation, political affiliation, religious beliefs or any other such personal diversity.
- ✓ Every member shall have one vote at General Meetings
- ✓ Matters shall be determined by a majority vote.
- ✓ The membership of any member may be terminated for good reason by the Committee.
- ✓ Individuals may be supported by a friend or legal representative to speak on their behalf if they wish to appeal.
- ✓ No member shall have financial interest in the group.

### **Management** (with staff/co-opted member's assistance)

- ✓ The group shall be administered by a Management Committee of not less than 3 and not more than 18 members elected at the Annual General Meeting.
- ✓ The officers of the Committee shall be the Chairperson, Treasurer and Secretary.
- ✓ The Management Committee shall meet once a month.
- ✓ The Chairperson shall chair all meetings of the group.
- ✓ If the Chairperson is absent the Vice-Chairperson or a nominated person from the Committee will take the role.
- ✓ The quorum for Management Committee Meetings shall be 3.
- ✓ Voting at Management Committee Meetings shall be by a show of hands, if there is a tied vote, then the Chairperson shall have a second vote.
- ✓ If a Management Committee member is absent without permission from meetings for 6 consecutive months then the Management Committee will resolve that his/her office be vacated.
- ✓ Elected Officers shall aim to give 28 days' notice to retire or resign.



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- ✓ The Management Committee may appoint not more than 3 co-opted members to advise/support the Committee.
- ✓ The co-opted members shall have no voting powers.
- ✓ The Management Committee will apply for and raise funds for the benefit of the organisation.
- ✓ Plan and organise events.
- ✓ Respond to complaints.
- ✓ Co-operate with other agencies, charities, voluntary or statutory authorities to the furtherance of the organisation.
- ✓ To appoint Sub Committees as the Executive Committee thinks fit.
- ✓ To do all such lawful things as is necessary for the achievement of the organisation.
- ✓ To invite advisors and supporters to attend Committee Meetings without voting rights.
- ✓ To buy, lease or rent goods and items including buildings for the benefit of the organisation.

### The Duties of the Officers

- a. The duties of the **Chairperson** shall be:
  - ✓ To preside at meetings of the Committee and the organisation.
  - ✓ As may be required by the Committee, to act as the principal spokesperson on public occasions when representations are being made on behalf of the organisation to public bodies.
- b. The duties of the **Secretary** shall be:
  - ✓ To prepare in consultation with the Chairperson the agenda for the meetings of the Committee.
  - ✓ To take and keep minutes of all meetings.
  - ✓ To collect and disseminate information on all matters affecting the organisation.



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- c. The duties of the **Treasurer** shall be :
- ✓ To supervise the financial affairs of the organisation.
  - ✓ To ensure that proper accounts are kept with regards to all monies received by and paid out by the organisation.
  - ✓ The preparation of annual statements of accounts for Learning Stars
  - ✓ To ensure the auditing by an independent body of the statements of accounts

### **Finance**

- ✓ Any monies obtained by Learning Stars shall be used only for the organisation.
- ✓ Any bank accounts opened for the organisation shall be in the name of Learning Stars.
- ✓ Any cheques issued shall be signed by a nominated staff/co-opted member.

### **Annual General Meeting**

- ✓ Learning Stars shall hold an Annual General Meeting (AGM) in the month of April.
- ✓ All members shall be given at least 21 days notice of the AGM and shall be entitled to attend and vote.

### The business of the AGM shall include:

- ✓ Receiving a report from the Chairperson on Learning Stars activities over the year.
- ✓ Receiving a report from the Treasurer on the finances of Learning Stars.
- ✓ Electing a new Management Committee.
- ✓ The officers of the Management Committee will be elected to serve a term of 3 years.
- ✓ Other members of the Committee shall be elected at the AGM annually (or proposed and seconded if the number applying does not exceed the number of places available)
- ✓ Considering any other matters as they may be decided.
- ✓ The Quorum of the Annual General Meeting and any General Meeting shall be 3.



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### **Special General Meeting**

- ✓ A Special General Meeting may be called in line with policy to discuss any urgent matter.
- ✓ Members must indicate in writing the nature of the business to be discussed.
- ✓ The Secretary shall give all members 21 days notice of any Special General Meeting together with notice of the business to be discussed.

### **Alterations to the Constitution**

Any changes to this Constitution must be agreed by at least two thirds of those members present and voting at any General Meeting.

### **Dissolution**

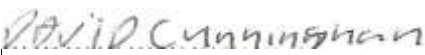
Learning Stars may be wound up at any time if agreed by a simple majority of those members present and voting at any General Meeting.

In the event of winding up, any assets remaining, after all debts have been paid, shall be given to another group or charity with similar aims preferably in the West Lancashire area.

### **Adoption of the Constitution**

This Constitution was adopted by the Learning Stars Committee at a meeting held on

Date: Thursday, 4<sup>th</sup> October 2012 at Chapel Galleries, Ormskirk

Signed by:  Chairperson