



## Constitution

### 'A Stars' Support Group for Young people with an Autistic Spectrum Condition and their families/carers

1. Name: A Stars

2. Aim:

To offer support and encouragement to both young people with Autistic Spectrum Condition (ASC) and their families/carers. Further to provide opportunities for those young people to socialise in a safe and stimulating environment whilst affording them empathy and understanding of their difficulties.

3. Objectives:

The group will fulfil the aim by:

- Promoting the well-being of the young people with ASC and their families/carers and working together as a unit regardless of ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences.
- Involving local people/students in ASC awareness.
- Carrying out and promoting both relaxed and organised activities as suitable, encouraging and supporting young people in their aspirations.
- Promoting sport, recreation and play facilities as suitable.
- Raising funds and receiving contributions where appropriate to finance the work.
- Publicising and promoting the availability of the Group.
- Opening a bank account.
- Making rules and subscription fees clear to members.
- Taking out insurance if applicable.
- Organise meetings, off-site activities and extra events where suitable.
- Take any action that is lawful, which would help it to fulfil its aims.

4. Membership (Steering Committee):

- a) Membership of A Stars shall be open to anyone who is a parent or carer of a young person with an ASC over the age of five years who pays their subscription fees in advance and is interested in helping the group to achieve its aim and willing to abide by the rules of the group.
- b) Every member shall have one vote at general meetings.
- c) The Management Committee shall have power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- d) Registration and termination of membership.
  - Any Member of the association may resign his/her membership by giving to the secretary of the association written notice to that effect.
  - The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any member, if in its opinion his/her conduct is prejudicial to the interests and object of the association, PROVIDED THAT the individual member shall have the right to be heard by the General Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5. Management:

- a) A Stars shall be administered by an Management Committee of not less than three people and not more than fifteen members elected at the group's Annual General Meeting, Committee Members must be at least eighteen year old.
- b) The officers of the Management Committee shall be: The Chairperson, the Treasurer and the Secretary and such other officers the group shall deem necessary at the meeting.
- c) The Management Committee shall meet twice at least twice a year.
- d) At least three Management Committee Members must be present for the Management Committee to take place.
- e) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the Chairperson shall have a second vote.
- f) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.

6. Finance:

- a) All financial affairs are to be dealt with via the Financial Controls Policy.

7. Steering Committee Meetings:

- a) The Steering Committee shall meet at least four times each year.
- b) The quorum of the meeting shall be five.
- c) The Steering Committee shall be open to discuss any topic raised that involves the general running of the club or to put forward ideas for the coming months.
- d) All meetings must be minuted and available to any interested party.
- e) All Steering Committee Members shall be given at least seven days notice of a meeting unless it is deemed an emergency meeting.

8. Annual General Meeting:

- a) A Stars shall hold an Annual General Meeting (AGM) at no more than fifteen month intervals. The purpose of these meetings is the group to account for its actions and consider regeneration and development of A Stars according to the group's objectives.
- b) The Chair of the group shall normally chair these meetings.
- c) At least fourteen days notice of such a meeting must be given and advertised to all members of A Stars.
- d) All meetings, including AGMs, must be minuted and available to any interested party.
- e) The quorum for a Annual General Meeting shall be at least six.
- f) Wherever possible members shall be notified personally, given at least fourteen days notice of the AGM.
- g) The business of the AGM shall include:
  - Receiving a report from the Chairperson of the group's activities over the year.
  - Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
  - Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.

9. Alteration of the Constitution:

- a) Proposals for amendments to this constitution or dissolution (see clause 11) must be delivered to the Secretary in writing. The Secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks clear notice.
- b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

10. Dissolution:

The group may be wound up at any time if agreed by two thirds of those members present and voting at any steering committee meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

11. Adoption of the Constitution:

This Constitution was adopted by the members present at the AGM held on:

.....2022

Signed:

.....(Chair)

.....(Secretary)

.....(Treasurer)

.....(Member)

.....(Member)

.....(Member)