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NFCA Constitution

The Northamptonshire Foster Carers Association (NFCA) was formed to support the Foster Carers of the county. NFCA is also there to support the Local Authority in communicating with Foster Carers. There is a separate Service Level Agreement with the Local Authority detailing the expectations in order to receive an annual operating grant. This is the constitution for the operating of the Committee.

**The Committee**

1. The Committee shall carry out the business of the organisation
2. The Committee shall be made up of a Chairperson, Vice Chair, Secretary, Treasurer and general members.
3. The officers of the committee shall be elected at the Annual General Meeting.
4. General members of the committee shall be made up of volunteers who agree to attend meetings and contribute to the business of the organisation.
5. The committee shall meet no less than 4 times a year
6. The committee members shall attend meetings no less than 4 times a year.
7. Minutes of the Committee meetings shall be available to all members
8. The committee may introduce or appoint new members as required.
9. No two committee members from the same household shall be officers of the committee.
10. No member of the Committee shall receive remuneration other than the reimbursement of expenses.

**Annual General Meeting**

1. There shall be an Annual General Meeting held every twelve months. At which the Committee reports on its work, presents a statement of accounts then resigns.
2. The AGM shall elect new officers of the committee, appoint general members, vote on recommendations and any amendments to the constitution.
3. The secretary will notify all members of the date of the meeting not less than 21 days before the AGM.
4. Nominations for officers of the committee shall be sent to the secretary no less than 14 days before the AGM.
5. Any foster carer can nominate.
6. The secretary shall notify members of any nominations 7 days in advance of the AGM.
7. Email votes to and text votes must be received 72 hours before the AGM.
8. Voting shall take place at the AGM.
9. If there are no nominations the committee will approach suitable candidates.

**Other General Meetings**

1. Extraordinary General Meeting open to all members will be held if 8 or more members submit in writing a request for such a meeting to the secretary. The secretary shall arrange for the meeting to take place within 21 days.
2. The secretary will publicise all general meetings at least 14 days in advance.

**Quorum**

1. No general meeting or AGM shall take place if less than 8 members are present.

**Changes to the Constitution**

1. The Constitution can only be altered at an AGM or EGM.
2. Any suggested changes to the Constitution must be handed to the secretary 21 days prior to the AGM or EGM.
3. Changes to the Constitution must be agreed by a simple majority of the members present at the meeting.
4. The Chair shall have the casting vote.

**Dissolution**

1. The organisation may only be dissolved at an EGM called for that purpose and must be advertised 21 days before the meeting.
2. A proposal to dissolve the organisation shall only be accepted if signed by two thirds of the members. The decision shall be agreed by a simple majority of the members present at the meeting.
3. Funds and possessions will be disposed of by gift for charitable purposes in the area or to a charity having substantially similar objects to the organisation and in each case as agreed by a simple majority of the members present at the meeting.
4. No members of the organisation shall receive any benefit either in cash or in kind from any disposal of the organisations assets.

**Standing Orders**

*Members shall at all times conduct themselves in a reasonable manner at meetings or in the premises used by the organisation and be excluded if they contravene the objectives of the organisation, This will be done by a majority of those present and voting at any Committee or general meeting.*

1. Any members may make a proposal. In order for it to be voted on by other members it must be seconded by someone else.
2. The only exception to the above rule will be that members whose disabilities or medical conditions make it impossible to attend a meeting. In these circumstances such members may empower the Chair or secretary to vote on their behalf.
3. Before voting any member may propose an amendment which must also be seconded.
4. The chair shall have the casting vote when there is equal voting.

This constitution was adopted by the NFCA on ……10.06.2019……..

Signed …………Text, letter

Description automatically generated……………………………………… Full name ……Claire Bagley…………

Signed …………Icon

Description automatically generated with medium confidence……………………………………… Full name ……Andrea Bowen………

For and on behalf of the NFCA