# Small Steps

# small_steps_logo.jpg

# Constitution

# The purposes of the Small Steps

The purpose of the Small Steps is to be an inclusive support group for parents and carers of children of all ages and disabilities. The group is open to anyone who has caring responsibilities or experience of working with children that have disabilities, regardless of whether they have a formal diagnosis.

Small Steps will provide support to carers and parents as well as providing family centered activities and holidays for children, parents/carers and siblings

# Trustees

Small Steps shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM)

# Carrying out the purposes

In order to carry out the charitable purposes, the trustees have the power to:

1. Raise funds, receive grants and donations
2. Apply for funds to carry out the work of the charity
3. Co-operate with and support other charities with similar purposes
4. Do anything which is lawful and necessary to achieve the purposes

# Membership

Small steps shall have a membership. People who support the work of Small Steps and are aged over 18 or over, can apply to the trustees to become a member.

Once accepted by the trustees, membership lasts for 3 years and may be renewed. The trustees will keep an up-to-date membership list

# Annual General Meeting (AGM)

1. The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM
2. There must be at least 3 members present at the AGM
3. Every member has one vote

# Trustees Meetings

1. Trustees must hold at least 4 meeting per year. At their first AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision
2. At least 3 trustees must be present at the meeting to be able to make decisions. Minutes shall be kept for every meeting.
3. If trustees have a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided
4. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM
5. The trustees may make reasonable additional rules to help to run Small steps. These rules must not conflict with this constitution

# Money and Property

1. Money and Property must only be used for the Small Steps Purpose
2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
4. Money must be held in Small steps bank account. All cheques must be signed by 2 trustees

# General Meetings

If the trustees consider it is nessasary to change the constitution, or to close the organisation, they must call a general meeting so that the membership can make the dicision. Trustees must also call a general meeting if they receive a request from the majority of the members. All members must be given 14 days notice and told the reason for the meeting. All dicisions require a two thirds majority. Minutes must be kept.

1. **Closing Small Steps** – any money or property remaining after payment of debts must be given to a charity with a similar purpose to this one
2. **Changes to the constitution** – can be made at the AGM or General Meetings. No change can be made that would make the organisation no longer a charity.
3. **General Meeting** –Called on written request from a majority of members
4. Trustees may also call a general meeting to consult the membership
5. The trusttes shall present the annual report and accounts
6. The member may stand for election as a trustee
7. Members shall elect between 3 and 7 trustees to serve for the next year . They will reire at the next AGM but may stand for re-election

# Setting up the charity

The constitution was adopted on the 27th November 2009 by the people whose signature appear below. They are the first members of Small Steps and will be trustees for the first year until the AGM which will be held one year to this date

Louise reecejones

Laura doughty

Anne gay

Vannessa Hughes

Kathy Hope

Pam Williams

Stephen McCarten

Yvonne McCarten

Hannah brannagan

Bev Bray