



www.asccme.org.uk

Constitution

**~ as approved at the AGM on 21 May 2001 and
amended at the AGM on 4 October 2004**

1. Title and objectives

1.1 The organisation, founded in 1986 (as the Social Services Information Network), is now known as the Association of Social Care Communicators (ASCC).

1.2 General aim of ASCC

ASCC exists to promote good practice in social care public information. We aim to provide a national source of expertise on the quality and range of public information available to people in need of social care services.

1.3 ASCC's objectives are to:

- i) improve the quality and range of information available to people who use social care services;
- ii) encourage communication and exchange of ideas between social care communications staff throughout the UK;
- iii) provide a forum for debate of topical issues and new developments;
- iv) give members the opportunity to meet and share their experiences of providing a specialist service to colleagues;
- v) act as a support group offering a chance to discuss the particular problems of this kind of work;
- vi) co-ordinate the views of members in response to consultation on public information issues by government and other national bodies, and initiate such consultation where appropriate.

2. Membership

2.1 Membership is open to local authorities with social care services and social work responsibilities; other allied statutory authorities; educational bodies; private and voluntary organisations in the field of social welfare; other interested organisations and individuals.

2.2 In cases of doubt, the policy group will determine eligibility for membership.

3. Policy group

- 3.1 The policy group will consist of the officers of the association, the past chair and a representative from the members in each of its regions.
- 3.2 The quorum for meetings of the policy group is five members.
- 3.3 Decisions of the policy group are by majority vote. The chair has a casting vote in the event of a tie.
- 3.4 **The policy group may adopt standing orders to regulate the business of the association. Such standing orders must be consistent with the requirements of this constitution. A formal resolution at a meeting of the policy group can vary them at any time.**

4. Regional groups and representatives

- 4.1 The policy group will determine the number of regions and their boundaries.
- 4.2 Members in each region will elect a regional representative annually, at a meeting or by postal ballot. In the event of a regional group not electing a representative, the policy group will co-opt a member in that region to represent it until the region elects a representative.
- 4.3 Regional representatives will ensure that their region holds meetings of members and/or other activities, normally at least twice a year.
- 4.4 If a regional representative cannot attend a policy group meeting, they should try to send a representative in their place, who may vote on their behalf.

5. Officers

- 5.1 We will elect the officers of the association annually, namely:
 - i) Chair
 - ii) Vice chair
 - iii) Treasurer/membership secretary
 - iv) Newsletter editor
 - v) Website editor
 - vi) Policy group administrator
- 5.2 In the event of an office falling vacant, the policy group has power to appoint an officer until the next annual general meeting (AGM).
- 5.3 The policy group has the power to award an honorarium of no more than £1,250 a year to an officer undertaking the duties predominantly in their own time.

6. General meetings

- 6.1 The association will hold an AGM in every calendar year, chaired by:
- the outgoing chair, or in their absence by
 - the outgoing vice chair, or in their absence by
 - a member of the policy group elected by the meeting.
- 6.2 The AGM will:
- i) receive reports from retiring officers and from regional representatives;
 - ii) receive the audited accounts for the previous year;
 - iii) elect the officers of the association, and appoint an auditor, for the forthcoming year;
 - iv) transact any other business, including amendments to this constitution, after giving due notice to members of the association.
- 6.3 Each organisation or individual in membership has a single vote at annual or special general meetings.
- 6.4 Decisions at annual or special general meetings are by majority vote of the members present. An exception is that amendments to the constitution or a motion to dissolve the association require a three-quarter-majority vote of members present. In any vote the chair has a casting vote in the event of a tie.
- 6.5 The policy group, or a resolution signed by at least twenty members, may call a special general meeting.
- 6.6 The association will give not less than 28 days notice of all annual and special general meetings.
- 6.7 The quorum for any general meeting of the association is one fifth of the total membership.

7. Equal opportunities

- 7.1 We will not prevent members from attending and participating in any meeting, or other activity of the association, by our failure to arrange accessible accommodation and communication facilities.
- 7.2 Any member can ask to receive the newsletter, and any other communications from the association, in a media accessible to them.

8. Finance

- 8.1 The administrative and financial year of the association begins on 1 April and ends on 31 March the following year.

- 8.2 Each member organisation or individual will pay an annual subscription determined by the annual general meeting. Any organisation or individual joining part way through the financial year is liable for the full subscription.
- 8.3 The policy group may authorise expenditure that contributes to meeting the objectives of the association.
- 8.4 Any payment requires the signatures of any two officers.

9. Dissolution

- 9.1 We may dissolve the association at an annual general meeting or at a special general meeting. We will send notice of the motion to dissolve by first class post to every member at least twenty-eight days prior to the meeting.
- 9.2 We will not put a motion to dissolve the association to the meeting unless a decision is taken at the meeting as to the disposal of any funds and assets held by the association. Any such disposal must contribute to meeting the objectives of the association.