
Constitution

South East Regional
Family Support
Network

Amended 13th of November 2021

Constitution

The name of the organisation is Southeast Regional Family Support Network.

Southeast Regional Family Support Network is a non-political, non-sectarian organisation.

1) Aims.

- Provide support for family members affected by problem substance use of a relative.
- Raise awareness of family support work and its role within the community.
- Highlight the importance and value of work done by family support groups,
- Provide information to families and communities on existing services and supports.
- Highlight the extent of the drugs problem and its effects on families and communities.
- Campaign for better services for drug users and their families.
- Support the involvement of the people most affected by the problem (i.e., families and recovering drug users) in the development and running of services and to ensure that adequate supports are put in place to enable this to happen.
- Offer support to each other as members of the Network.

2) General Membership

Membership of the group will consist of members of family support groups, individual family members living with substance use and those working with families provided that they agree with the aims and objectives of the Southeast Regional Family Support Network.

3) Steering Committee/Management Board

A Steering Committee/Management Board made up a maximum of ten people of including Chairperson, Vice Chairperson, Secretary, Treasurer, PRO, and 5 other members will be responsible for the planning of the activities of Southeast Regional Family Support Network.

The Steering Committee /Management Board must be elected at the general meeting in each year. Members remain in office until their successors are elected at the annual or a special general meeting.

Management Committee may look to the wider community to recruit membership with the required skills and the shared values of the network.

The Steering Committee/ Management Board may fill any casual vacancy that occurs.

Outgoing members of the Steering Committee/Management Board may be re-elected at the annual general meeting.

Officers elected may only hold that position for a maximum of three consecutive years.

The Steering Committee/Management Board shall meet not less than 6 times per year on the last Monday of each month.

A quorum for a meeting shall be one third of the Steering Committee/ Management Board plus one.

Any member who does not attend 3 consecutive Steering Committee/ Management Board meetings without prior notification will be deemed to have resigned.

The Steering Committee/ Management Board shall strive to reach a consensus on all decisions. If agreement cannot be achieved a simple majority of those present at the meeting shall be required.

The Steering Committee/ Management Board will, where necessary, call meetings of the general membership.

The Steering Committee/ Management Board shall have the power to set up sub-committees, as it deems necessary. Any such sub-Committee shall have the duties and responsibilities as the Steering Committee/ Management Board may decide and may co-opt any person who is not a member of the South East Regional Family Support Network to serve on any sub-committee.

Southeast Regional Family Support Network shall operate two bank accounts. A core bank account to which all monies from the Southeast Regional Drug Task Force will be lodged and from which payments only related to that funding shall be made. For the second account all monies received through fund raising and grants applied for will be lodged and all cheques drawn on the second account. All cheques shall be signed by two persons nominated by the Steering Committee/ Management Board. The Steering Committee Management Board shall produce an annual account statement of the Southeast Regional Family Support Network accounts in each year to be prepared and shall presented an annual statement account to the Annual General Meeting.

The treasurer of the Network will liaise with the coordinator in order to present a monthly income and expenditure report to the steering committee.

4) Resignation.

A member wishing to withdraw from the Steering Committee/Management Board must give notice in writing to the Management Board secretary.

5) Expulsion

The Steering Committee/ may expel any member who offends against the constitution of Southeast Regional Family Support Network or whose conduct in the sole opinion of the Steering Committee/Management Board renders him/her unfit for membership of the Southeast Regional Family Support Network. Before any such member is expelled the Secretary must give him/her seven days written notice to attend at a meeting of the Steering Committee/ Management Board and must inform him/her of the complaints made against him/her.

No member may be expelled unless he/she has first had such opportunity to appear before the Steering Committee/ Management Board. A decision of two thirds of those present at a meeting of the Steering Committee/Management Board is required to expel a member.

Any expelled member shall have the right to appeal to the next Annual General Meeting or EGM of South East Regional Family Support Network

6) General Meeting.

The annual general meeting of the South East Regional Family Support Network must be held in each calendar year not later than the **30th day April** and must:-

- (a) Receive, and if approved, adopt a statement of the preceding year;
- (b) Consider and if approved, sanction any alteration of the constitution,
- (c) The outgoing Chairperson, Secretary and Treasurer will give a report on the previous year.
- (d) Elect the officers and other members of the Steering Committee, nomination for officer position must be in writing **14** days prior to the AGM, candidates must be proposed and seconded by members of the Southeast Regional Family Support Network.
- (e) Consider any appeals made by members expelled by the Steering Committee/ Management Board or by candidates whose application for membership have been rejected;
- (f) Deal with any special matter, which the Steering Committee/ Management Board desires to bring before the members and receive suggestions from the members for the consideration by the Steering Committee

The Steering Committee/ Management Board shall give **21** days' notice of the convening of the annual general meeting to all members together with all the details to be covered at the meeting. In the case of an EGM a minimum of **7** days notice must be given.

The election of officers the Steering Committee/ Management Board shall take place by way of nominations from affiliated groups of the Southeast Regional Family Support Network. Where nominations exceed the membership of the Steering Committee/ Management Board the nominations with the highest amount of votes will be elected. No proxy votes will be allowed. An independent chairperson who may be nominated from the floor will chair the section of the meeting pertaining to the election of the new officers and executive committee.

Voting on resolutions at the annual general meeting shall be decided by simple majority of members present and eligible to vote.

7) Alteration of the Constitution

The Steering Committee/ Management Board may alter the **Constitution**, but no alternation shall take effect until it has been confirmed at the next annual general meeting or a special general meeting convened for that purpose.

8) By-laws.

The Steering Committee/ Management Board may make **rules** (not inconsistent with this constitution) to regulate the conduct and affairs of the Southeast Regional Family Support Network. The rules must be given to every member, be posted in some conspicuous part of the Southeast Regional Family Support Network office and are binding.

9) In the event of possible closure

When closure of the company/CHY is being considered, all stakeholders, that is membership of family support groups, facilitators, funders, and other key stakeholders will be consulted and be part of the decision-making process.