

CONSTITUTION FOR FOREST PULSE

1. Name

The name of the Charity shall be "Forest Pulse" (formerly Forest of Dean Contact a Family, renamed 10th August 2007).

2. Registered Office

The registered office of the Charity shall be 4th Floor, Carlson Suite, Vantage Point Business Park, Mitcheldean, Gloucestershire, GL17 0DD.

3. Objectives

To promote the education, welfare and benefit of children with special needs and their families and to promote activities and services in relation thereto.

In furtherance of the above object but not further or otherwise the Charity shall have the following powers:

i) To give families with a child who has any special needs/disabilities the opportunity of contact with other families who are in the same situation and area as themselves.

ii) To enable these families to meet as near as possible to their home at a central meeting place.

iii) To give parents through being part of a local group the opportunity to press for better services and say collectively what their group needs are.

iv) To encourage families to organise services that they need locally e.g. Holiday Playschemes, Out of School Activities, Childcare, Transport Schemes etc.

v) To enable families as a whole to benefit from the group - not just the child with special needs/disabilities

vi) To promote interaction and good relations between the members and the community as a whole.

vii) To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise PROVIDED THAT the Charity shall not undertake permanent trading activities in raising funds for the said objects

To do all such other lawful things as are necessary for the attainment of the said objects.

4. Membership

Membership of the charity shall consist of those natural and legal parents, guardians or principles carers (including residential care provision) of children and young people with disabilities/additional needs aged up to 25 years who live or attend education in the Forest of Dean, and membership can continue after education completed, even if living outside the

Forest of Dean. Membership is also open to parents, guardians or principal carers (including residential settings) of adults with disabilities/additional needs up to 35 years for age specific activities, e.g. day care. Priority is given to those living in the Forest of Dean, and existing members. Membership is ongoing, unless a member indicates a desire to no longer remain a member. Associate Membership can, at the discretion of the Trustees, be extended to those living outside the Forest of Dean, who are required to renew annually. A record of all members must be kept by the charity.

5. Committee of Management

The affairs of the Charity shall be conducted by a Trustee Management Committee of not less than five adult members excluding officers. The Committee is to be elected at each Annual General Meeting. The Committee should be encouraged to change Officers every three years but where this is not possible, officers may remain in post. Casual vacancies can be filled by invitation of the Committee and members so appointed shall hold office until the next Annual General Meeting. All proceedings should be minuted and all accounts kept. A quorum for a trustees' meeting is a minimum of one-third of the total number of charity trustees plus one, eg 10 charity trustees will have a quorum of four. The majority of the Committee must be made up of trustees who have an individual with disabilities/additional needs in their family.

6. Officers

The Officers of the Charity shall be the Chairperson, Secretary and Treasurer and any other position to be decided. They shall be elected at each Annual General Meeting or at the first meeting of the Trustee Management Committee. Retiring Officers shall be eligible for re-election. Vacancies throughout the year shall be filled from existing members of the Trustee Management Committee. Whenever possible officers to be members of families with an individual who has disabilities/additional needs. Where it is not possible to appoint an Officer from such families, then the members of the Committee can appoint another person. There can only be one member from each family acting as an officer of the Committee at any one time.

6a) Chairperson

The Chairperson is responsible for running the meeting and conducting the business of the meeting according to the agenda and ensuring the rules of procedure are followed e.g., voting. The Chairperson must ensure that it is the decision of the majority that is acted upon.

6b) Secretary

The Secretary should keep an accurate record of all meetings and write, keep and distribute minutes, be responsible for the preparation and distribution of agenda and relevant papers and deal with correspondence as appropriate.

6c) Treasurer

The Treasurer is responsible for managing the Committee's Finances and reporting regularly on them, and for keeping income and expenditure accounts. Accounts must be prepared once a year and presented to each A.G.M.

7) General Meeting

There shall be two kinds of general meetings: The Extra Ordinary General Meeting and the Annual General Meeting.

a) Annual General Meeting

This shall be called annually, the Secretary giving at least two weeks notice to each member of the date of the meeting, together with an agenda. A quorum shall be representation from no less than 5% of member families actively participating with the charity, and there shall also be a sufficient number of nominated representatives in order for the Trustee Management Committee to be formed; if such a quorum plus nominees is not present a further meeting will be called. At the Annual General Meeting the annual accounts and Trustees Report shall be submitted, and the Committee elected for the following year. The Officers of the committee to be appointed either at the AGM or at the first meeting of the Trustee Management Committee.

b) Extra Ordinary General Meeting

This may be called by a majority of the Trustee Management Committee voting in favour of such a meeting or by not less than five members attaching their name to a request in writing and delivered to the Secretary at least two weeks beforehand, that a meeting be called to discuss specific matter at an Extra Ordinary General Meeting.

8) Sub Committees and Working Parties

The Trustee Management Committee may appoint such special or standing committees as may be deemed necessary by the Committee and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committees shall be reported back to the Committee as soon as possible.

9) Employed Staff

Any full or part time worker is employed by the Trustee Management Committee, and shall have a Contract of Employment. The most senior staff member is managed by the Trustee Management Committee. That senior staff member will then become the senior manager of all other staff. Staff members may be ex-officio members of any Committee, Sub Committee or local working party but does not have voting rights. If a Committee member becomes a paid employee he/she must stand down from the Committee, and become an ex-officio member for the term of employment.

10) Health and Safety

The Committee will keep to the Group's Safeguarding Children, Health and Safety and Equal Opportunity Policies, along with all other policies of the charity. Copies of these Policies will be available to all members so that they can familiarise themselves with them.

11) Frequency of Meetings

The Committee of Management shall meet as often as necessary but, not less than four times a year.

12) Bank Account

Monies from all sources shall be paid into a bank account in the name of the charity and a record will be kept of all income and expenditure. All payments in the name of the charity shall be authorised by two of five agreed signatories at least two of whom should be current members of the Trustee Management Committee. All payments over £750 will be authorised by at least one Trustee signatory.

13) Annual Accounts

On an annual basis an independent examiner will examine the correctness of the financial statements in line with current charity legislation.

14) Dissolution

If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity who have the power to vote, of which meeting not less than 21 days' notice (stating the terms of the Resolution to be proposed thereat) shall be given. If such a decision shall be confirmed by a (two-third) majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects of the Charity as the Committee may determine and if in so far as effect cannot be given to this provision then to some other charitable purpose.

15) Power of Amendment

Any alteration to this Constitution shall receive the assent of not less than two thirds of the membership of the Charity for the time being present and voting at an Annual General Meeting or an Extraordinary General Meeting PROVIDED THAT notice of any such alteration shall have been received by the Secretary in writing not less than 21 clear days before the meeting at which the alteration is proposed. At least 14 clear days notice in writing of such a meeting, setting forth the terms of the alteration, shall be sent by the General Secretary to each member of the charity PROVIDED THAT no alteration shall be made to clause 3 (objects), clause 14 (dissolution) or this clause until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained and no alteration shall be made which would have the effect of causing the Charity to cease to be a charity at law.

Helen Baker.

Signed Chair of Trustees 27.08.2026

This Constitution update was approved by Trustee Management Committee 14.07.2026, accepted at AGM 13/08/2026 and submitted on line to Charity Commission 20.08.2026 (Ref 6042557) with AGM minutes submitted separately as required (Ref 60425580. Signed constitution then submitted to Charity Commission September 2026 for inclusion on their site.