

Charity commission Reference No 1037582

# **Roughton Under 5's Playgroup constitution adopted on the 15th day of July 2013**



## **1 - NAME**

The name of the Association shall be Roughton Under 5's Playgroup and here after referred to as "the association".

## **2 - AIM**

The aim of the Association shall be to advance the education of children below compulsory school age in the grounds of St Mary's Primary School, Roughton

(a) Providing safe and satisfying group play, in which parents have the right to take part

(b) Encouraging other activities through which parents may help the children

## **3 - POWERS**

For the furtherance of this aim the Association may within the relevant requirements of the law

(a) Provide accommodation and equipment and staff

(b) Raise money to pay for the Associations activities

(c) Make such payments as shall be necessary

(d) Fix and collect the fees payable in respect of children attending groups run by the Association

(e) Control the admission of children to the groups run by the Association.

(f) Take such other actions as may benefit the Association.

## **4 - GENERAL MEETINGS**

An Annual General meeting shall be held in July each year at which the Annual Report and Audited Accounts for the preceding year shall be presented and agreed.

A General Meeting may be called at any time at the request of the committee.

The secretary or chairperson shall send a note of the date time and place of each Annual General Meeting and any General meeting with a list of items to be discussed, to all members at least two weeks before the date of the meeting. If the chairperson or Secretary does not call a General Meeting within two months of a request to do so, any member may call that meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

The quorum for the Annual General Meeting and any General Meetings shall be 30% of the current committee members or 2 officers and 2 other members whichever is greater. If fewer attend, a meeting will be moved to the same time, venue and day the following week and then whoever turns up will form the quorum.

## **5 - COMMITTEE**

The committee shall meet at least three times a year and is responsible for ensuring that the Association complies with its aim and is properly managed.

The committee shall consist of: -

- (a) 3 officers (Chairman, Secretary and Treasurer)
- (b) Not more than 9 other elected members

At least one of the committee members shall at the time of election be parents or guardians of children in groups run by the Association. The remainder of the committee members must have the same aims and objectives of the Association.

The officers and committee members shall be elected for one year at the Annual General Meeting. Retiring Officers and committee members are eligible for re-election

Co-opted members may join at any time on the invitation of the committee but shall retire at the next Annual General Meeting.

Officers, elected members and co-opted members each have one vote. In the event of a tie the chairperson has a second or casting vote. A quorum shall be not less than half the committee in attendance at the time of the vote.

Paid employees are employed by the committee and therefore cannot be committee members or vote. They will be invited to attend all meetings in an advisory capacity.

No person may act as a member of the committee until they have been minuted as wishing to join. This also will apply to any member of the committee wishing to resign during their period on the committee

## **6 - FINANCE**

The Treasurer shall keep proper accounts of the finances of the Association. At each meeting the Treasurer shall present a statement of the accounts to the committee. Acceptance of these accounts by the committee shall be recorded in the minutes.

The income of the Association including fees, fund-raising and donations shall be paid into an account in the name of the Association.

All cheques shall be signed by two officers, one of whom shall normally be the Treasurer. Duplicate bank statements shall be sent to the chairperson. In the event of the officers being related to each other, then a third independent member of the committee will sign the cheques and duplicate statements kept at the place where the Association meets.

At the end of the financial year the Treasurer shall prepare accounts, which after audited by an independent auditor appointed by the committee, shall be presented to the Annual General Meeting and a copy sent to the Charity Commission with the annual report.

The funds of the Association shall only be used for the purposes of the Association and no payment shall be made to any member except as repayment of expenses properly incurred on behalf of the Association

### **7 - DISSOLUTION**

If members decide to end the Association any funds or equipment remaining after all debts have been paid shall be handed to any similar charity concerned with the education of pre-school children in the area of the Association.

### **8 - CHANGE OF CONSTITUTION**

This constitution may be altered only if

- (a) Two thirds of the members present at the Annual General Meeting vote in Favour of changing it.
- (b) The alteration is approved by the Charity Commission and Momentum before any alteration may be made to clauses 2 or 7.

**This constitution was adopted on the date mentioned above.**

**Signed**

**Chairperson**

**Date**