

CONSTITUTION

1. NAME

The name of the club is Chew Stoke Out of School Club hereinafter called the club.

2. OBJECTIVES

To provide quality childcare and play opportunities for all children of 4-11 years of age

(ie Yr R-Yr 6 incl), opening from the end of the school day ie 3.20pm until 6.00pm.

To provide accommodation, facilities and equipment for the care of the children.

3. POWERS

The club shall have the power to do all things necessary to meet its objectives including the power to:

Apply for, invite, collect and receive money in the form of grants, fees and donations.

Employ paid and voluntary staff as required to assist in meeting the objectives on such terms and conditions as agreed by the management committee.

Do all other things necessary or desirable to meet the objectives.

4. MEMBERSHIP

Membership shall be open to all parents/guardians of children registered to attend the club and to other interested persons invited by the committee.

Each family shall have one vote and count as one member.

5. COMMITTEE AND OFFICERS

The committee shall be responsible and accountable at the Annual General Meeting of the membership and at other meetings of the membership held at least once a term.

The committee shall comprise a Chairperson, a Vice Chair person, A Secretary, a Treasurer and not less than two and not more than eight other members.

The committee may co-opt other interested individuals or organisations in an advisory capacity.

The committee, including the co-optees shall retire each year at the Annual General Meeting, when all officers shall vacate office. A new committee shall be appointed by the members by a show of hands or ballot. Previous committee members (who are still parents/guardians of children registered to attend the club) will be eligible to be re-elected onto the new committee to ensure some continuity of membership whilst encouraging new members to be elected each year.

The quorum for an Annual General Meeting shall be at least 10% of the total number of members.

Paid employees of the club will be invited to attend committee meetings but will not be able to members of the Committee not allowed to vote. They will need to withdraw from the meeting if a staffing matter is being discussed in which they have a direct interest.

At each Committee meeting the play leader or another member of staff will be expected to present a report on the planning of activities and the monitoring of quality of the provision.

The Committee will meet once every school term (ie six times a year).

6. GENERAL MEETINGS

An Annual General Meeting is to be held in the twelfth month following the month that the club opens. At this meeting members will:

Receive the Annual Report and Accounts for the preceding year.

Appoint an independent party to audit the accounts.

Elect the committee and officers.

Agree childcare fees and any charges for the coming year.

Notification of the AGM is to be given to members not less than 10 school days prior to the date of the meeting.

Special General Meetings

The committee may call a SGM at any time for any business.

The membership may call a SGM of the committee if at least one quarter of its members elect to do so.

Notification of a SGM is to be given to members not less than 5 school days in advance of the meeting.

At both AGMs and SGMs where there is an equal number of votes on a proposal, the Chair shall have a second/casting vote.

7. FINANCE

The financial year is to run from the first day of the month in which the club opens.

The Treasurer is to keep account of all income and expenditure and prepares accounts for submission to members at the AGM (after independent examination) and if requested at a SGM. These tasks may be delegated to a member of staff employed for this purpose.

At each meeting of the Committee the Treasurer shall present an up to date written statement of income and expenditure, acceptance of which shall be recorded in the minutes.

The funds of the club are to be used for the furtherance of its objectives only and no payment is to be made to any committee member except for:

direct out of pocket expenses occurred.

expenses incurred in being part of the committee, for example.

childcare expenses and travel expenses to attend meetings.

8. CHANGES TO THE CONSTITUTION

Any alteration to the constitution may be made only at a quorate AGM with the agreement of the majority of the membership present at that meeting.

9. DISSOLUTION

The club may be dissolved at a SGM and after the satisfaction of all debts and liabilities; any funds and assets are to be donated to another group having the same or similar objectives.

This constitution was adopted on the 24th September 2004 at a meeting of the working party, when a committee was elected from among those present and or those who had sent their apologies but had given agreement to be nominated for officer positions in their absence.

Chairperson

Name: Sarah Hawken
Couling

Signature

Vice-Chairperson

Name: S a r a h

Signature

Treasurer

Name: Jacqui Flower
Thompson

Secretary

Name: B e t h a n

Signature

Signature

Chew Stoke Out of School Club

Policies & Procedures DATE \@ "dd/MM/yyyy" 02/10/2012
Review 2014