

Westfield Playgroup Constitution

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1. Name

The name of the Association shall be Westfield Playgroup and Parent & Toddler group, hereinafter referred to as "the Association". The working name of the Association shall remain as Westfield Playgroup

2. Aim

The aim of the Association shall be to advance the education of children below compulsory school age by:

- a) Providing safe and satisfying group play, in which parents have the right to take part.
- b) Encouraging other charitable activities through which parents may help the children, including running a Parent & Toddler Group.
- c) To operate as a non-profit making organisation for the benefit of the children of the local community and surrounding areas

3. Powers

For the furtherance of the aim, the Association may:

- a) Provide venue and equipment. Engage staff and take out adequate insurances to cover contents, public and employee liabilities and redundancy.
- b) Raise money to pay for the Association's 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 the children to the groups run by the Association and, if appropriate require parents/guardians to withdraw them.
- f) Takes such other action as may benefit the Association

4. Membership

Membership shall be of two kinds:

- a) Family Members – parents/guardians of all children who attend any group run by the Association – each family to have one vote and count as one member.



- b) Associate Members/Co-opted Members – other interested persons may be invited by the committee on a year-by-year basis to become Associate/Co-opted Members – each family to have one vote and count as one member

5. Termination of Membership

Membership is terminated if:

- a) The member dies or, if it an organisation, ceases to exist;
- b) The member resigns by written notice to the Charity unless, after the resignation, there would be less than two members;
- c) Any sum due from the member to the Charity is not paid in full within six months of it falling due and if they are not adhering to an agreed repayment plan.
- d) The member is removed from the membership by a resolution of the Trustees (Committee) that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member may only be passed if:
 - i) The member has been given at least twenty-one days' notice in writing of the meeting of the Trustees (Committee) at which the resolution will be proposed and the reasons why it is to be proposed:
 - ii) The member or, at the option of the member, the member's representative (who need not be a member of the Charity) has been allowed to make representations to the meeting.

6. General Meetings

An Annual General Meeting shall be held in the autumn term each year; no more than fifteen months may elapse between successive annual general meetings.

The annual report and audited accounts for the preceding year shall be presented and agreed.

The Secretary shall publicise the date, time and place of the AGM with an agenda, to all members at least two weeks before the date of the meeting

- a) Voting, all members of the Association have 1 vote per family

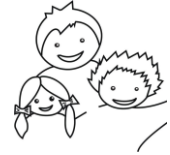
7. Special General Meeting

A Special General Meeting may be called at any time at the request of the committee or one quarter of the members.

- a) The Secretary shall publicise the date, time and place of the SGM with an agenda, to all members at least two weeks before the date of the meeting. If the Chairman or Secretary does not call an SGM within two months of a request to do so, any member may do so by putting up a notice, to advise members at least two weeks before the date.
- b) The quorum for all General Meetings shall be at least 30% of the members or 10 members, whichever is the fewer. If fewer attend a new meeting must be called.

8. Committee

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



individual committee members or officers must not directly interfere with the Manager or Supervisor on a day-to-day basis or without full committee support.

The Committee shall consist of:

- a) Three Officers (Chairperson, Secretary and Treasurer) and
- b) Not less than three nor more than seven elected members, OF WHICH
- c) Not more than three are Co-opted members

Election and retirement of the committee members:

- a) All Officers and Committee Members shall be elected for one year at the AGM.
- b) Every member can vote although there is only one vote per family.
- c) Retiring officers and committee members are eligible for re-election.
- d) A retiring member may be re-elected by the committee as a co-opted member at any time, but shall retire at the next AGM.
- e) In the event of a death or resignation of an officer, the vacancy may be filled by a member appointed by the committee.
- f) All Officers and members are requested to serve at least one full academic year.

9. Voting

All officers and members of the committee each have one vote. In the event of a tie, the Chairperson has a second/casting vote.

A quorum shall not be less than two officers plus two committee members. When voting, Committee members must declare any conflict of interest.

Paid employees of the Association are employed by the committee and therefore cannot be committee members or vote, they or their representatives may be invited to all meetings in an advisory capacity, but need not attend the whole meeting.

All Committee members and officers are voluntary and unpaid.

10. Finance

At each meeting the Treasurer shall present a statement of accounts to the Committee. Acceptance of these accounts shall be recorded in the minutes. Bank statements shall also be available for each meeting, which should be signed off by the Chair and Treasurer. The Treasurer and a nominated member of staff shall be responsible for collecting admission monies and any miscellaneous monies.

All cheques shall be signed by two signatories, one of whom shall be the Manager and the other the Treasurer and/or Chair of Committee.

Online banking logins are provided to the Manager and/or Treasurer, Chair of Committee. This will enable wages to be paid by BACS and any other payments as deemed necessary eg, HMRC.



At the end of the financial year, 30th August, the Bookkeeper and Treasurer shall prepare accounts which, after an independent audit by a suitably skilled person appointed by the committee, shall be presented at the AGM.

The funds of the Association shall only be used for the purpose of the Association and no payment shall be made to any member of the committee, except:

- a) As repayment of expenses properly incurred on behalf of the Association.
- b) As interest at a reasonable rate, on money lent to the Association.

11. Confidentiality

The Officers and all committee members are bound by this constitution.

- a) Confidential matters are frequently discussed in the meetings.
- b) Committee members need to be aware of confidential matters when pertaining to children/staff.
- c) Members of staff who are guests are also bound by the confidentiality.
- d) No members of the Association shall discriminate in any way towards fellow members, staff or families and children using the facilities of the Association

12. Dissolution

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

If there is no AGM for two consecutive years, and if no member of the committee makes the necessary arrangements, any other member may do so.

13. Change of Constitution

This constitution may be altered only if:

- a) Two thirds of the members present at a General Meeting vote in favour of the changes. AND
- b) approval must be sought from the Charities Commission under terms of registration before changes are made.

This constitution was approved by the members of Westfield Playgroup

On

Signed
(Chairperson)

Signed
(Secretary)