



The Chesil Bank Pre-School Constitution

1) **The name of the group**

The name of the group shall hereafter be called Chesil Bank Pre-School

2) **The aim(s) of the group**

The main aim of the Chesil Bank Pre-School is to provide a happy, secure and stimulating environment in which the children can learn through play and other more structured activities to help them grow in confidence, independence and social awareness.

3) **Powers**

For the furtherance of this aim(s) the committee have the power to;-[complete powers, a-k are examples]

- a) raise funds and to invite and receive contributions providing that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- b) provide accommodation and equipment and employ such staff (who shall not be members of the Committee) as are necessary;
- c) co-operate with other charities, voluntary bodies and statutory authorities, to exchange information and advice with them;
- d) make such payments as shall be necessary;
- e) fix and collect the fees payable in respect of children attending sessions run by the group;
- f) oversee the admission of children to sessions run by the group and, if appropriate, require parents or guardians to withdraw them;
- g) take such actions that will benefit the group;
- h) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
- i) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the charity;

- j) power subject to any consents required by law to borrow money and to charge all or any part of the property of the charity with repayment of the money so borrowed;
- k) to develop and adopt an Equal Opportunities policy and in all aspects to welcome people without discrimination as to age, race colour, ethnic or national origin, gender marital status, sexual orientation, disability, caring responsibilities, religious belief, social class, political belief, employment status, union membership, place of residence or housing status, or whether they are HIV positive.

4) **Membership of the Group**

Membership of the group will be open to children from ages 2yrs 9mths to 5yrs in the Dorset area. Each Family group will be allocated one vote at Annual General Meetings or Special General Meetings.

5) **Meetings**

Voting of members will be by a show of hands, a simple majority to decide, the chair of the meeting shall have a second or casting vote. A quorum to make a decision will be four members, to include Chairperson and three Committee members.

The Secretary will keep a record of all meetings, to be circulated as required.

The Group shall meet at least six times a year, no more than 15 months will elapse between annual general meetings.

6) **Annual General Meeting (AGM)**

An Annual General Meeting shall be held in September each year at which the Annual Report will be presented. The financial year will run from April to April. Once a year the accounts will be audited or reviewed by an independent examiner appointed by the committee. The treasurer will submit a statement of accounts for the last financial year at the AGM.

A quorum for an AGM will be five members present.

Every AGM shall be called by the Pre-School Committee. The secretary shall give 14 days notice of the AGM to all members. All members of the organisation shall be entitled to attend and vote at the meeting, subject to voting rights.

The business of an AGM shall include election of the Officers and Pre-School Committee of the organisation for the coming year.

Nominations for election to the Pre-School Committee can be made by members of the organisation prior to the meeting in writing to the Secretary or handed to the Secretary at the meeting, by using nomination forms.

A member of the group shall be entitled to appoint a proxy who shall be a member of the group able to attend the AGM and to exercise the vote of the member in whose stead he or she is attending, in addition to his or her own vote.

If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned until such time and place as the Pre-School Committee may determine.

No person shall exercise more than one vote but in the case of an equality of votes the Chair, or in their absence the member elected to Chair the meeting, shall have a second or casting vote.

7) A Special General Meeting (SGM)

A Special General Meeting may be called at any time at the request of the committee or not less than [one quarter] of the members request such a meeting. At least 14 (fourteen) days notice must be given and the notice must state the business to be discussed.

Each Family group will be allocated one vote a Special General Meeting.

The quorum for a SGM shall be five members present.

A member of the group shall be entitled to appoint a proxy who shall be a member of the group able to attend the meeting and to exercise the vote of the member in whose stead he or she is attending, in addition to his or her own vote.

8) The Committee

The following officers will be appointed at the first meeting, Chairperson, Treasurer, Secretary and remain as elected officers for one year until the Annual General Meeting when they are eligible to stand for re-election. If an elected officer resigns before the AGM, their position may be filled by a committee member.

The committee may appoint up to three co-opted members, people with particular expertise, onto the committee as and when required, but will not have any voting rights.

The committee will be made up of three elected officers, Chairperson, Secretary, Treasurer, two parent representatives and other interested parties. The committee will be a minimum of five and a maximum of ten members.

9) Disqualification and Removal of Members of the Pre-School Committee

A member of the Pre-school Committee shall cease to hold office if he or she:

- a) becomes incapable by reason of mental disorder, illness or injury of managing and administering their own affairs.
- b) Is absent without permission of the Pre-School committee from all their meetings held within a period of 6 months and the Pre-School Committee resolve that their office be vacated
- c) Resigns their office by notice to the Pre-School Committee (but only if at least 3 members of the Pre-School Committee will remain in office when the notice of resignation is to take effect)
- d) Engages in misconduct, which results in bringing the organisation into disrepute

10) Declaration of Interests

All members of the Pre-School Committee must make their declaration of interests known to the members.

No member of the Pre-School Committee shall acquire any interest in property belonging to the organisation or receive remuneration or be interested in any contract entered into by the Pre-School Committee (otherwise than as a member of the organisation)

11) Finances

The Treasurer shall be responsible for keeping proper accounts of all monies. A bank account in the name of the group shall be opened and payments made in signatures of 2 signatories.

No payment shall be made to any member of the Pre-School Committee except for the services actually rendered and reasonable and proper out of pocket expenses. Provided receipts are presented and the permission of the other committee members has been given.

If the organisation is a registered charity the committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of all Annual reports and Annual Returns and its transmission to the Commissioners.

12) Amendments to the constitution

The constitution may be amended at any meeting by a simple majority of five members present, provided such amendments have been circulated to all members at least 14 days beforehand. No alteration shall be made which would cause the organisation to cease to be a charity in law.

13) Dissolution of the group

The group may at any time be dissolved by a resolution passed by 2/3rds (two thirds) majority at an AGM or Special General Meeting, provided that at least 14 clear days notice stating this intention has been sent to all members.

All monies and any resources remaining having satisfied all debts and liabilities shall be given or transferred to a group with similar charitable aims, as the members of the group determine.

This constitution was approved by the members of the

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at a General Meeting held on

Signed (Chair) (Date)

..... (Secretary) (Date)

