

Governing Constitution for the Dunkirk Fun Club

The name of the organisation shall be Dunkirk Fun Club

1. Aims and Objectives:

- To respond to the need in the local community for quality out of school childcare which is available and affordable for all parents and carers living, working or studying in the local community. To provide high quality childcare, with a wide variety of stimulating activities to cater for the needs of all children (under 11 years).
- To support the education and training of staff and volunteers who are involved in this provision.
- To develop initiatives to benefit the children, parents and carers in the local community through partnerships with the local schools and other mainstream providers in the local community.

2. Powers:

The Dunkirk Fun Club shall have the following powers:

- a) To raise funds and apply for, invite, obtain, collect and receive contributions from any source by way of subscription, donation, grant, legacy and otherwise: provided that the group shall not undertake any permanent trading activities in raising funds for the above objectives.
- b) To employ on such terms and conditions as the Dunkirk Fun Club shall determine any paid or voluntary worker / workers to assist in the attainment of the above objectives.
- c) To do all such lawful activities as shall further the attainment of the above objectives or any of them.

3. Memberships:

Membership shall be open to all parents and guardians on the attendance register of the organisation and to other persons interested in furthering the work of the group.

The committee shall have the right: -

- To approve or reject applications for membership;
- For good and sufficient reasons to terminate the membership of any member; provided that the member concerned shall have the right to be heard by the committee before final decision is made;
- Every member shall subscribe to the organisation such annual sum (if any) for the financial year as determined at the annual general meeting. The organisations financial year is the period 1st April – 31st March inclusive.

4. Honorary Officers:

- 4.1 At the Annual General Meeting the Dunkirk Fun Club shall elect a Chairperson, a secretary and a treasurer (hereinafter called "The Honorary Officers") being persons who are members of the organisation.
- 4.2 The Honorary officers shall hold office until the conclusion of the next Annual General Meeting after their election but shall be eligible for re-election.
- 4.3 Should an Honorary officers not be re-elected they shall remain an ordinary member of the committee hereinafter constituted.

5. Committee:

- 5.1 The committee hereinafter constituted shall direct the policy and general management of the affairs of the group.
- 5.2 The committee shall consist of the Honorary Officers and not less than two or more than eight other members of the group elected by the Annual General Meeting hereinafter mentioned.
- 5.3 In addition to the Honorary Officers and the members so elected, the committee may co-opt to serve on the committee in advisory capacity other interested individuals or representatives of statutory or voluntary agencies active in the locality or of such other organisations as the Committee may determine provided that no such co-opted member shall be entitled to vote.
- 5.4 The members of the committee shall hold office until conclusion of the Annual General Meeting next after their election or co-option, as the case may be, but shall be eligible for re-election or re-co-opted.
- 5.5 The committee shall meet not less than 3 times per year.
- 5.6 Four members of the committee (or one third of the committee) members – whichever is the greater) shall constitute a quorum.
- 5.7 The committee shall keep minute books and the secretary shall enter therein a record of all proceedings and resolutions of the committee.

6. Annual General Meetings

- 6.1 The first Annual general meeting of the organisations shall be held not later than the 31.05.00 and once in each year thereafter. An annual General meeting shall be held at such time and place as the committee determine. An Annual General Meeting is held not more than 15 months after holding the preceding Annual General Meeting.

At the Annual General Meeting the business should include the following:

- a) The receipt of the annual report and the accounts for the preceding year from the committee.
- b) The appointment of an auditor or auditors.
- c) The election of Honorary Officers and the members (other than co-opted members) to serve on the committee.
- d) The determination of the annual subscription payable under 4c hereof.
- e) The transaction of such matters as may from time to time be necessary.

6.2 The quorum for a general meeting shall be one third of the total membership of the organisation or such number other number as determined by the organisation.

6.3 All questions arising at a general meeting shall be decided by a simple majority of those present and voting therat.

6.4 A member of the group shall be entitled to appoint a proxy who shall be a member of the organisation to attend any general meeting that they are unable to attend and to exercise the vote of the member in whose place they are attending in addition to their own vote.

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

6.6 The committee may at any time and the secretary shall within 21days of receiving a written request to do so, signed by not less than one quarter of the members of the organisation and giving reasons for the request call a special general meeting.

6.7 Notification of a Annual General meeting shall be given in writing by the secretary to all members not less than 28 days prior to the meeting.

7. Finance

7.1 The treasurer shall keep proper accounts of the group and shall prepare accounts for the last financial year for submission to the members at the Annual General Meeting.

7.2 The accounts shall be audited at least once a year by the auditor or auditors appointed at the Annual General Meeting

7.3 The funds of the organisation shall be applied in furtherance of its objectives and no payment shall be made to any member except for services actually rendered as incurred in undertaking committee business.

7.4 A bank account shall be opened in the name of the group with a bank as determined by the committee. Thee committee shall authorise in writing the chair, the treasurer and two other members (not being co-opted members) to sign cheques on behalf of the organisation. All cheques must be signed by not less than two of the four authorised signatories, at least one who should be a committee member.

8. Alteration to the constitution

- 8.1 No alteration or addition to this constitution shall be made except at a general meeting of the organisation called for such a purpose. No alteration or addition shall be made which would cause the organisation to cease to be a charity in law.

9. Dissolution

The group may be dissolved by a resolution passed by a two thirds majority of those present and voting at a special general meeting convened for the purpose of which 21 days notice must be given to all members. Such a resolution may give instructions for the disposal of assets held by or in the name of the organisation, but provided that if any property after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the organisation but shall be transferred to other charitable organisations having the same or similar objects to the Dunkirk Fun Club.

_____ Date _____

Role within organisation _____

_____ Date _____

Role within organisation _____