# EMMER GREEN AFTER SCHOOL CLUB CONSTITUTION

Date Adopted 25th November 2015

## 1. NAME

The name of the Association shall be Emmer Green After School Club (hereafter called "EGASC").

## 2. OBJECTS

The objects of the EGASC shall be:

1. To provide the necessary facilities for the daily care, recreation and education of children during out of school hours.
2. To advance the education and training of the persons in the provision of such care, education and recreational facilities.

## 3. POWERS

The furtherance of the said objects but not further or otherwise EGASC shall have the following powers:

1. To raise funds and apply for, invite, obtain, collect and receive contributions from any other person or persons whatsoever by way of subscription, donation, grant, legacy and otherwise, provided that EGASC shall not undertake any permanent trading activities in raising funds for the said objectives.
2. To employ on such terms and conditions of employment as EGASC shall determine any paid or voluntary worker or workers to assist in the attainment of the said objectives.
3. To do all such other lawful things as shall further the attainment of the said objectives or any of them.

## 4. MEMBERSHIP

1. Membership shall be open to all parents or guardians on the attendance register of EGASC and to other persons who are interested in furthering the work of EGASC.
2. The committee hereinafter constituted shall have the right to approve or reject applications for membership, for good and sufficient reason 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.
3. Every member shall subscribe to EGASC such annual sum (if any) for the next financial year as shall be determined at the Annual General Meeting hereinafter mentioned and the words "financial year" shall mean the period April 1st to March 31st inclusive.

## 5. HONORARY OFFICER

1. At the Annual General Meeting hereinafter mentioned, EGASC shall elect a Chair(person), a Secretary and a Treasurer (hereinafter called "the Honorary Officers") being persons who are members of EGASC.
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 provided that no Honorary Officer shall hold office for more than three consecutive years. On the expiration of such period, two further years must elapse before any further Honorary Officer shall be eligible for re-election.
3. The Honorary Officers shall be ex-officio member of the Committee hereinafter constituted.

## 6. COMMITTEE

1. Save as otherwise herein provided, the policy and general management of the affairs of EGASC shall be directed by the Committee hereinafter constituted.
2. The committee shall consist of the Honorary Officers and not less than two and not more than eight other members of EGASC, elected by the Annual General meeting hereinafter mentioned.
3. In addition to the Honorary Officer and the member so elected, the Committee may co-opt to serve on the committee in an advisory capacity or interested individuals or representatives of the 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.
4. The members of the Committee shall hold office until the 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-operation.
5. The Committee shall meet not less than six times per year.
6. Four members of the Committee (or one third of the Committee members for the time being — whichever is the greater) shall constitute a quorum.
7. Minute books shall be kept by the Committee and the Secretary shall enter therein and record all proceedings and resolutions of the Committee.

## 7. GENERAL MEETINGS

1. The Annual General meeting of the EGASC shall be held at such time (not being more than 15 months after the holding of the preceding Annual General meeting) and place as the Committee shall determine. At such Annual General meeting the business shall include:
2. The receipt of the Annual Report and the Accounts for the preceding year from the Committee.
3. Reporting of financial adherence to the regulations of the Charity Commission or other statuary regulators.
4. The election of the Honorary Officers and the members (other the co-opted members) to serve on the Committee.
5. The determination of the annual membership subscription payable under 4c hereof.
6. The transaction of such other matters as may from time to time be necessary.
7. The Committee may at any time, and the Secretary shall within 21 days of receiving a written request to do so, signed by not less than one quarter of the members for the time being of EGASC (or such other number of EGASC the General Meeting may from time to time determine), and giving reasons for the request, call a special General Meeting of EGASC.
8. Notification of a General meeting shall be given in writing by the Secretary to all members not less than 28 days prior to the meeting.
9. The quorum for a General Meeting shall be one third of the total membership, for the time being, of EGASC, or such number as EGASC in General Meeting shall from time to time determine.
10. Save as otherwise herein provided, all questions arising at a General meeting shall be decided by a simple majority of those present and voting thereat. A member of EGASC shall be entitled to appoint a proxy who shall be a member of EGASC to attend any General meeting that she or he is unable to attend and to exercise the vote of the member in whose stead she or he is attending in addition to her or his own vote. Provided that no such entitlement shall apply in respect of clauses 9 and 10 hereof. Save as foresail, no person shall exercise more than one vote but in the case of all equality of votes the Chair, or their absence the member elected to chair the meeting, shall have a second or casting vote.

## 8. FINANCE

1. **Accounts**

The Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to:

1. The keeping of accountancy records for EGASC.
2. The preparation of annual statements of account for EGASC.
3. The auditing or independent examination of the statements of account for EGASC.
4. The transmission of the statements of account of EGASC to the Commissioners.
5. **Annual Report**

The Committee shall comply with all their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report and its transmission to the Commissioners.

1. **Annual Return**

The Committee shall comply with all their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of all Annual Returns and its transmission to the Commissioners.

1. **Funds**
The funds of the EGASC shall be applied in the furtherance of its objects and no payments shall be made to any member except for the services actually rendered as the Committee except reasonable and proper out of pocket expenses.
2. **Bank Account**
A bank account shall be opened in the name of EGASC with a suitable UK bank. The Committee shall authorise operational control of the bank account to the Treasurer and the Chair of EGASC. And to any other committee member that aids the efficient running of EGASC. Operational control means the ability to make payments from the bank account either; electronically, by telephone or by cheque. All payments must be made in accordance to the approved budget or to agreed ongoing commitments.
3. **Reporting**

The Treasurer will report to each committee meeting the movements of funds and financial position of EGASC**.**

## 9. ALTERATION TO THE CONSTITUTION

No alteration or addition to this constitution shall be made except at a General meeting or of EGASC called for such purpose or Annual General meeting. No alteration or addition shall be made to clause 2, clause 9, and clause 10, and no alteration shall be made which would cause EGASC to cease to be a charity in law. Alterations or additions to the constitution shall receive the assent of not less than two thirds of all members present and voting at a General meeting.

**10. DISSOLUTION**

EGASC 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 shall be given (to the members). Such a resolution may give instructions for the disposal of any assets held by or in the name of EGASC but provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among other members of EGASC, but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of EGASC as EGASC may determine and if an in so far as effect cannot be given to this provision, then, to some other charitable purpose.