



CONSTITUTION

1 NAME

The name of the Association shall be Ashton Gate Out of School Care (hereafter called "the Club").

2 OBJECTIVES

The objectives of the Club shall be:

- (a) to provide the necessary facilities for the daily care, recreation and development of children during out of school hours
- (b) to advance the education and training of persons in the provision of such care, development and recreational facilities.

3 POWERS

In furtherance of the objectives the Club shall have the following powers:

- (a) to raise funds and apply for, invite, obtain, collect and receive contributions from any person or persons whatsoever by way of subscription, donation, grant, legacy and otherwise; provided the Club shall not undertake any permanent trading activities in raising funds for the said objectives.
- (b) to employ and retain on a part-time basis and on such terms and conditions as the Club shall determine any paid or voluntary worker or workers to assist the attainment of the said objectives.
- (c) to do all other lawful things as shall further the attainment of the said objectives.

4 MEMBERSHIP

- (a) Membership shall be open to all parents/carers of Registered Children at the Club and to other persons who are interested in furthering the work of the Club.
- (b) The Committee hereinafter constituted shall have the right:
 - i. to approve or reject applications for membership
 - ii. for good and sufficient reason terminate the membership of any member, provided that the member concerned shall have the right to be heard by the Committee before a final decision is made.

- (c) Every member shall pay an annual membership subscription. The Finance sub-committee shall make recommendation of the annual membership subscription to the summer term meeting of the Management Committee, to be implemented for the next registration period (summer holidays and academic year).
- (d) Every member shall pay session fees by instalments in advance as shall be determined annually in June by the Finance sub-committee, to be implemented in July of that year.

5 HONORARY OFFICERS

- (a) At the Annual General Meeting the Club shall elect a Chair, a Vice-Chair, a Secretary and a Treasurer (hereinafter called “the Honorary Officers”), being persons who are members of the Club.
- (b) The Honorary Officers shall hold office until conclusion of the Annual General Meeting next after their election but shall be eligible for re-election.

6 COMMITTEE

- (a) Save as otherwise herein provided, the policy and general management of the affairs of the Club shall be directed by the Committee herein after constituted.
- (b) The Committee shall consist of the Honorary Officers and not less than two nor more than four other members being members of the Club elected by the Annual General Meeting hereinafter mentioned.
- (c) In addition to the Honorary Officers and the members so elected, the Committee may co-opt to serve on the Committee in an 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.
- (d) 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-option.
- (e) The Committee shall meet not less than six times a year.
- (f) Three members of the Committee shall constitute a quorum.
- (g) Minute books shall be kept by the Committee for a period of three years and the Secretary shall enter therein a record of all proceedings and resolutions of the Committee.
- (h) The Committee shall have the power to adopt and issue Byelaws for the Club. Such Byelaws shall come into operation on such date as the Committee shall determine, provided that they shall be subject to review and, if so determined, to amendment but the Club in general meeting and shall not be inconsistent with the provision of this constitution.

7 GENERAL MEETINGS

- (a) The General Meeting will be held annually in November of each year where possible. An Annual General Meeting of the Club shall be held at such times (not being more than 18 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:
 - i. the receipt of the Annual Report and Accounts for the preceding year from the committee
 - ii. the election of the Honorary Officers and the members (other than co-opted members)
 - iii. the transaction of such other matters as may from time to time be necessary.
- (b) The Committee may at any time call a Special General Meeting of the Club; the Secretary shall do this within 21 days of receiving a written request to do so, where the written request is signed by not less than one quarter of the members for the time being of the Club (or such other member of the Club the General Meeting may from time to time determine).
- (c) Notification of a General Meeting shall be given in writing by the Secretary to all members of the Club not less than 28 days prior to the meeting.
- (d) The quorum for a General Meeting shall be 10 members or other such number as the Club in General Meeting may from time to time determine.
- (e) 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 the Club shall be entitled to appoint a proxy (who shall be a member of the Club) to attend any General Meeting that he/she is unable to attend, and to exercise the vote of the member in whose stead he/she is attending, in addition to his/her own vote, provided that no such entitlement shall apply in respect of Clauses 9 and 10 hereof. Save as aforesaid, no person shall exercise more than one vote, but in the case of an equality of votes the Chair, or in his/her absence, the Vice-Chair, or in both their absence the member elected to chair the meeting, shall have a second or casting vote.

8 FINANCE

- (a) The Treasurer shall ensure that the club keeps proper accounts and that accounts for the last financial year are prepared for submission to the members at the Annual General Meeting, and the words "financial year" shall mean the period 1st September to 31st August inclusive.
- (b) The funds of the Club shall be applied in furtherance of its objectives and no payment shall be made to any member except for services actually

rendered as a member of staff and reasonable and out of pocket expenses.

- (c) A Bank account shall be held in the name of Ashton Gate Out of School Care with the HSBC, or other such bank as the Committee shall from time to time determine. The Committee shall authorise in writing the Chair and other nominated persons to sign cheques on behalf of the Club. All cheques must be signed by two of the authorised signatories.
- (d) The Finance Sub-Committee shall consist of the Treasurer and other nominated persons as determined by members at the Annual General Meeting, and shall meet annually in June to determine the session fees to be implemented in July of the that year.

9 ALTERATIONS TO THE CONSTITUTION

- (a) No alteration or addition to this constitution shall be made except at a general meeting of the Club called for such purpose.
- (b) 28 days notice of such a meeting shall be given in writing to each member (see Clause 7 c above).
- (c) Alterations or additions to the constitution shall receive the assent of not less than two thirds of the members present and entitled to vote at a General Meeting (see Clause 7 e in respect of those entitled to vote).

10 DISSOLUTION

- (a) The Club may be dissolved by the resolution passed by at least two thirds majority of the members present and entitled to vote at a General Meeting of the Club convened for that purposed. The notice for that meeting shall set out the proposed resolution, including instructions for the disposal of any assets held by or in the name of the Club.
- (b) 28 days notice of such a meeting shall be given in writing to each member (see clause 7 c above).
- (c) Any assets remaining after the satisfaction of all proper debts and liabilities shall be transferred to a charitable organisation having similar objectives as set out in clause 2 above, as resolved by the majority of the members present and entitled to vote at a General Meeting and in so far as effect cannot be given to this provision, then to some other charitable purpose.

Signed: _____ Date: _____
Chair

Signed: _____ Date: _____
Secretary