



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – B
Dell Constitution
Page 1 of 4

Constitution

1.0 NAME

The name of the Association shall be “The Dell” Out of School Club.

2.0 OBJECTS

The objects of the Group shall be;-

- A. to provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- B. to advance the education and training of persons in the provision of such childcare, education and recreational facilities.

3.0 POWERS

In furtherance to the said objects but not further or otherwise, the Group 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 Group shall not undertake any permanent trading activities in raising funds for said objects.
- B. to employ on such terms and conditions of employment as the Group shall determine any paid or voluntary workers or workers to assist in the attainment of the said objects.
- C. to do all such other lawful things as shall further attainment of said objects or any of them.

4.0 MEMBERSHIP

- A. Membership shall be open to all parents or guardians on the attendance register of the Group and to other persons who are interested in furthering the work of the Group.
- B. The committee hereinafter constituted shall have the right;-
 - i. to approve or reject applications for membership, and
 - ii. 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 a final decision is made.
- C. Every member shall subscribe to the Group such annual sum (if any) for the next financial year as shall be determined by the Annual General meeting hereinafter mentioned and the words “financial year” shall mean the period 1st September to 31st August.

We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – B
Dell Constitution
Page 2 of 4

5.0 HONORARY OFFICER

- A) At the Annual General Meeting hereinafter mentioned the Group shall elect a Chair, a Secretary and a Treasurer (hereinafter called “The Honorary Officers” being persons who are members of the Group.
- B) The Honorary Officers shall hold office until the conclusion of the annual General Meeting next 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 former Honorary Officer shall be eligible for re-election.
- C) The Honorary Officers shall be ex-officio members of the committee hereinafter constituted

6.0 COMMITTEE

- A) Save as otherwise herein provided, the policy and general management of the affairs of the Group shall be directed by the committee hereinafter constituted.
- B) 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.
- 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 organisation 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) Four members of the committee or one-third of the committee members for the time being (whichever is the greater) shall constitute a quorum.
- G) Minute books shall be kept by the committee and the Secretary shall enter therein a record of all proceedings and resolutions of the committee.

7.0 GENERAL MEETING

7.1

The first general meeting of the Group shall be held not later than the 30th September 1994 and once in each year thereafter an Annual General Meeting of the Group 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:-

- A. the receipts of the Annual Report and Accounts from the committee
- B. the appointment of an auditor or auditors.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

**DP – B
Dell Constitution**

Page 3 of 4

- C. the election of the Honorary Officers and members (other than co-opted members to serve on the committee.
- D. the determination of the annual membership subscriptions payable under clause 4c hereof.
- E. the transaction of such other matters as may from time to time be necessary.

7.2

- A. The committee may at any time and the Secretary shall within 21 days of receiving a written request to do so, sign by not less than one-quarter of the members for the time being of the Group (or such other members of the group in general meeting may from time to time determine) and giving reasons for the request, call a Special General Meeting of the Group
- B. Notification of a general meeting shall be given in writing by the Secretary to all members not less than 28 clear days prior to the meeting.

7.3

- A. The quorum at a general meeting shall be one third of the total membership for the time of the Group or such other number of the Group in general meeting may from time to time determine.
- B. Save as otherwise herein provided, all questions arising at a general meeting shall be decided by a simple majority of those present and voting threat. A member of the Group shall be entitled to appoint a proxy who shall be a member of the Group to attend any general meeting that he or she is unable to attend and to exercise the voice of the member in whose stead he or she is attending in addition to his or her own vote, provided that no such entitlement shall apply in respect of clause 9 and 10 hereof. Save as foresaid, no person shall exercise more than one vote but in case of an equality of votes the chair or his or her absence, the vice-chair or, in their absence, the member elected to chair the meeting, shall have a second or casting vote.

8. FINANCE

- A. The Treasurer shall keep proper accounts of the finances of the Group and shall prepare accounts of the finances of the Group and shall prepare accounts for the last financial year 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 accounts shall be audited at least once a year by the auditor or auditors appointed by the Annual General Meeting.
- C. The funds of the Group shall be applied in furtherance of its objects and no payment shall be made to any member except for services actually rendered as members of the committee except reasonable and proper out of pocket expenses.
- D. A bank account shall be opened in the name of the group with the Midland Bank plc, or such other bank as committee may from time to time determine. The committee shall authorise in writing the Secretary, the Treasurer and tow members of the committee (not being co-opted members) to sign cheques on behalf of the Group.



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

**DP – B
Dell Constitution**

Page 4 of 4

All cheques must be signed by not less than two of the four authorised signatories, at least one of whom shall be a committee member.

ALTERATION TO THE CONSITUTION

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

10. The Group may be dissolved by a resolution passed by two-thirds majority of those present and voting at a special General Meeting convened for the purpose of which 21 days notice shall have been given (to the members). Such a resolution may give instruction for the disposal of any assets held by or in the name of the Group but provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid or distributed amongst the members of the Group but shall be given or transferred to such other charitable institution on institutions having objects similar to some or all of the objects of the Group as the group may determine and if an in so far as effect cannot be given to this provision then to some other charitable purpose.

Policy adopted: 30th Sept 1994

Approved by:

Co-ordinator

Chair

Review Date:

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