

LOGO of school

NAME *Kool Club*.

Alne After School Club

Constitution, 2003

#### 1. Name

The name of the after school club shall be XXXXXXXXXX, hereinafter referred to as "the club".

#### 2. Aim

The Aim of the club is to provide out-of-school care for children aged 4-11 years with suitably experienced and dedicated staff.

- We aim to provide a safe and happy environment and will ensure that our staff are caring and are chosen for their ability to serve as positive role models.
- We aim to offer fun activities and programmes which will stimulate the children intellectually, socially, and physically.
- We aim to involve the children in the way the club is run by giving them the opportunity to make suggestions for the activities we plan and the equipment we use. We also welcome and encourage feedback from the parents.

#### 3. Powers

For the furtherance of this aim the club may

- provide accommodation and equipment and engage staff
- raise money to pay for additional activities and equipment
- make such payments as shall be necessary
- fix and collect fees payable in respect of children attending the club
- control the admission of children to the club and, if appropriate, require parents or guardians to withdraw them
- take action as may benefit the club, such as joining Kids Club

#### 4. Membership

The Out of School club is open to every family at Alne Primary School, including siblings at secondary school. If space allows, we can offer places to children from neighbouring Primary Schools.

## 5. Committee

The Committee is designed to manage the club together with the playworkers. Members of the Committee are acting in a voluntary capacity, the playworkers are paid staff. The Committee shall meet at least twice a school term and is responsible for ensuring that the club complies with its aims and is properly managed.

The Committee shall consist of:

- a. 3 Officers (chair, secretary, and treasurer) and
- b. not less than 2 nor more than 8 elected members and
- c. the head of the school
- d. the play worker staff
- e. if the committee so decides, not more than 3 members co-opted by the committee

At least 60% of the Committee members, including co-opted members, shall at the time of election or co-option be parents or guardians of children in the club.

The Officers and Committee members in 5a and 5b shall be elected for one year at the Annual General Meeting. Retiring Officers and Committee members are eligible for re-election unless they have already served on the Committee in any capacity for 4 consecutive years

Co-opted members in 5e may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than four consecutive years.

In the event of the resignation of an elected member, the vacancy shall be filled at the next Annual General Meeting by a member appointed by the Committee.

Officers, elected members and co-opted members each have one vote. In the event of a tie, the Chair has a second or casting vote. A quorum shall be not less than half the Committee, including two of the Officers.

If the Chair is absent from any meeting, the members may choose one of their number to preside at that meeting.

## 6. General Meetings

The Annual General Meeting shall be held in the spring term each year, at which the following for the preceding year shall be presented and agreed:

- an Annual Report
- a receipts and payment account
- a statement of assets and liabilities which have been examined by an independent auditor

The Committee for the following year is elected and any other business is transacted.

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.

The Secretary or Chair shall send a note of the date, time and place of each Annual General Meeting and any Special General Meeting, with a list of items to be discussed, to all members at least two weeks before the date of the meeting.

If the Chair or Secretary do not call a Special General Meeting within two months of a proper request to do so, any member may call that meeting by putting up a notice in a conspicuous place where the club meets at least two weeks before the meeting.

The quorum for a General Meeting shall be 30% of the members or 5 members, whichever is the greater. For this purpose the membership of the Club is counted as the number of different families attending in the three weeks prior to the General Meeting. If fewer attend, a new meeting must be called.

## **7. Finance**

The Committee shall ensure that proper accounting records of the Club, complying with the requirements of current legislation, are kept. The accounting records shall, in particular, contain:

- a). Entries showing from day to day all monies received and expended and the matters in respect of which the receipt and expenditure took place
- and
- b). A record of the assets (e.g. money, goods and property) held and any monies owed by the Club.

At each meeting of the Committee the Treasurer and/or deputy shall present an up to date written statement of receipts and payments to the Committee, acceptance of which shall be recorded in the minutes.

All cheques shall be signed by two Officers, one of whom shall normally be the Treasurer.

At the end of the Financial Year, whilst complying with the requirements of current legislation, the Treasurer shall normally prepare a receipts and payment account and a statement of assets and liabilities, which, after review by an Independent Examiner appointed by the Committee, shall be presented to the Annual General Meeting. An Independent Examiner is a person independent of the Club, who is reasonably believed by the Committee to have the requisite ability and practical experience to carry out a competent examination of the accounts.

The funds of the Club shall be used only for the purposes of the Club and no payment shall be made to any member except

- a) if that member is employed by the Club and then only as a proper remuneration in respect of that employment;
- b) as repayment of expenses properly incurred on behalf of the Club;
- c) as interest at a reasonable rate on money lent to the Club.

## **8. Relationship between the Club and the School and the School Governing Body**

The Club shall operate under the policies and ethics of Alne Primary School.

A governor of the School Governing Body may be on the Management Committee of the Club, as an individual and not as a representative of the Governing Body. The club must be self-financing, expenditures incurred can not be met by the school's budget.

The Club itself must be properly insured, including adequate cover to protect against any potential personal liabilities

#### 9. Dissolution

If at a General Meeting of the Club members decide to terminate the existence of the Club any funds and equipment remaining after all debts have been paid shall be handed to Alne Primary School. If there is no Annual General Meeting for two successive years, and if no member of the Committee makes the necessary arrangements, any other member may do so.

#### 10. Change of Constitution

This constitution may be altered only if:-

- a) two thirds of the members present at a General Meeting vote in favour of changing it, and
  - b) the alteration is approved by Alne Primary School, which has a duty to consult the Charity Commissioners before any alteration may be made to this document.
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This Constitution was approved by the members of the Alne Primary School After School Club at a General Meeting held on ..... 20<sup>th</sup> March 2003

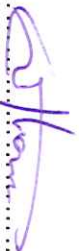
Signed

(Chair)



Date: 20.03.2003.

(Secretary)



Date: 20.3.03