

# **CONSTITUTION**

## **1. NAME**

The name of the association shall be The Base Out of School Club. (Hereafter called 'the club').

## **2. OBJECTIVES**

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

## **3. POWERS**

In furtherance of the said objects but not further or otherwise the club shall have the following powers:

- a) 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 the club shall not undertake any permanent trading activities in raising funds for the said objectives.
- b) To employ on such terms and conditions of employment as the club shall determine any paid voluntary worker or workers to assist in the attainment of the said objectives.
- c) To do all such other lawful things as shall further the attainment of the said objectives or any of them.

## **4. 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. Cohabiting partners only one of which maybe elected onto the committee.
- b) The committee hereinafter constituted shall have the right:-
  1. To approve or reject applications for membership.
  2. For good and sufficient reason to terminate the membership of any member: providing that the member concerned shall have the right to be heard by the committee before final decision is made.

- c) Every member shall subscribe to the club 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 1<sup>st</sup> April to 31<sup>st</sup> March inclusive.

## **5. HONOURARY OFFICER**

- a) At the Annual General Meeting hereinafter mentioned the Club shall elect a Chairperson, a secretary and a treasurer (hereinafter called ‘The Honorary Officers’) been persons who are members of the Club.
- b) The Honorary Officers shall hold office until conclusions 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 years. On 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 ex ex-officio members of the committee hereinafter constituted.

## **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 hereinafter constituted.
- b) The committee shall consist of the Honorary Officers and not less than two nor more than eight other members of the Group elected by the Annual General Meeting herein 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 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 eligible 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 per 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. GENERAL MEETINGS**

1. The first general meeting of the club shall be held not later than 30<sup>th</sup> September 1995 and once in each year thereafter an Annual General Meeting of the club shall be held at such time (not being more than 15 months after the holding of preceding Annual General Meeting) and place as the committee shall determine. At such Annual General Meeting the business shall include:-

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

2.

- a) The committee may at any time and the Secretary shall within 21 days of receiving a written request so 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) and giving reasons for the request, call a Special General Meeting of the club.

- b) 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.

3.

- a) The quorum for a General Meeting shall be one third of the total membership for the time being of the club or such other number of the club in General Meeting shall; 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 thereat. A member of the club shall be entitled to appoint a proxy who shall be a member to attend any General Meeting that he is unable to attend and to exercise the vote of the member in whose stead he/she is attending in addition to his own vote. Provided that no foresaid, no person shall exercise more than one vote but in case of an equal number of votes the Chair or in their absence, the member elected to chair the meeting, shall have second or casting vote.

## **8. FINANCE**

- a) The treasurer shall keep proper accounts of the club 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 1<sup>st</sup> April – 31<sup>st</sup> March 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 club shall be applied in furtherance of its objects and no payment shall be made to any member except for the services actually rendered as the Committee except reasonable and proper pocket expenses.
- d) A bank account shall be opened in the name of the club with Barclays Bank, or such other bank as the Committee may from time to time determine. The Committee shall authorise in writing the Secretary, The Treasurer and two other members of the Committee (not being co-opted members) to sign cheques on behalf of the club. 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.

## **9. ALTERATION OF THE CONSTITUTION**

No alteration or addition to this constitution shall be made except at a General Meeting of the club called for such purpose. No alteration or addition shall be to clause 2, this clause 9 and 10 and no alteration shall be made which would cause the club 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 the members present and voting at a General Meeting.

## **10. DISSOLUTION**

The club 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 be given (to the members). Such a resolution may give instructions for the disposal of any assets held by or in the name of the club 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 the members of the club but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the club as the club may determine if in so far as effect cannot be given to this provision then to some other charitable purpose.

## **A. CORE INFORMATION**

The base out of school club is a non-profit organisation managed by a voluntary committee made up of parents and carers and other interested members of the local communities.

The club opened in 2009 and is located in the East Ayton Primary School premises and currently provides up to 23 places per term time.

## **MANAGEMENT**

Our management committee is made up of the following members:

Chairperson - Cheryl Eade  
Secretary -  
Treasurer - Andrew Davis  
Staff Rep - Christine Matthews

Other members:

We hold our AGM's June/July time each year. All parents and carers using the club are invited to attend. We encourage those attending to join the committee and election of members and their roles are agreed.

## **OPENING HOURS**

The Base at Ayton operates Monday to Friday during the hours of 8am to 9am and 3.00pm to 6pm –term time.

## **B. FINANCIAL VIABILITY**

Current bank statement August 2010 and current cash flow statement.

Copy of price structure

Copy of late collection policy

3-year cash flow projection statement produced with the assistance of the Business Support Officer from North Yorkshire. EYDCP.

All cheques written in connection with the business are required to have a named signature. This is the Chairperson.

Rate structure – see attached.

We support the Childcare Voucher scheme.

At the club we offer 10% discount for siblings.

## **C. POLICIES**

See copy of index list.

Full policy and procedure file available on request. An annual review is carried out plus any changes in legislation are done straight away.

## **D. SUSTAINABILITY**

East Ayton School require after school care provision to enable working parents and carers to continue sending their children to the school. We expect the size and sustainability of the club to fluctuate according to numbers but we would expect to maintain a symbolic relationship with the school. Financial sustainability of the new site at East Ayton is expected to be as shown on the 3 year projection from the Business Support Officer.

## **E. QUALITY OF SERVICE**

It is the overall aim to provide good quality childcare provision, which meets the ongoing needs of the local communities.

We will ensure, as required by law, that we meet the minimum requirements of the National Day-care Standards and all necessary OFSTED criteria. We will ensure that all of our indoor and outdoor facilities are maintained and used to the optimum standard. Both staff and committee will be involved in ensuring that the club delivers a quality of service with regular meetings to discuss and resolve both positive and negative issues.