

20. **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 the Pre-school Playgroups Association which has a legal duty to consult the Charity Commissioners before any alteration may be made to this clause or clauses 2 or 19.



PRE-SCHOOL PLAYGROUPS ASSOCIATION
61-63 Kings Cross Road, London WC1X 9LL

PPA PLAYGROUP CONSTITUTION
1991

This constitution was approved by the members of the COMMITTEE

of NEWSTEAD ROAD Playgroup at a General Meeting

held on 11th NOVEMBER 94

Signed [Signature] (Chair)

[Signature] (Secretary)

PRE-SCHOOL PLAYGROUPS ASSOCIATION
61-63 Kings Cross Road, London WC1X 9LL
Tel: 071 833 0991 Fax: 071 837 4942

1. **Name**
The name of the Playgroup shall be hereinafter referred to as "the Playgroup" and the Playgroup is a body associated with the Pre-school Playgroups Association.
2. **Aim**
The Aim of the Playgroup is to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:
 - (a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion or means
 - (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas
 - (c) instigating and adhering to and furthering the aim of the Pre-school Playgroups Association.
3. **Powers**
For the furtherance of this aim the Playgroup may
 - (a) provide accommodation and equipment and engage staff
 - (b) raise money to pay for the Playgroup's activities
 - (c) make such payments as shall be necessary
 - (d) fix and collect the fees payable in respect of children attending groups run by the Playgroup
 - (e) control the admission of children to the groups run by the Playgroup and, if appropriate, require parents or guardians to withdraw them
 - (f) as a member of the Pre-school Playgroups Association send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Playgroups Association
 - (g) take such other action as may benefit the Playgroup.

4. Membership

Membership shall be of two kinds:-

(a) Family Members

Parents or guardians of all children who attend any group run by the Playgroup, each family to have one vote and count as one member.

(b) Other Members

Other interested individuals, persons or other bodies, excluding paid employees, approved by the Committee shall be entitled to become members of the Playgroup but such persons shall not be entitled to become members until the Playgroup shall have received the appropriate subscription set by the Committee.

5. General Meetings

An Annual General Meeting shall be held in the _____ term each year at which the Annual Report and Audited Accounts for the preceding year shall be presented and agreed.

6. 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 (for the avoidance of doubt for this purpose each family counts as one member).

7. (a) 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

(b) 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 group meets at least two weeks before the meeting.

8. 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 group 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.

9. Committee

The Committee shall meet at least three times a year and is responsible for ensuring that the Playgroup complies with its aims and is properly managed.

10. The Committee shall consist of:-

(a) 3 Officers (Chair, Secretary and Treasurer) and

(b) Not less than 2 nor more than 9 elected members and

(c) If the Committee so decides, not more than 3 members co-opted by the committee.

11. At least 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be parents or guardians of children in groups run by the Playgroup. In the event that this 60 per cent figure cannot be achieved, the Playgroup may elect other members who are not such parents or guardians to the Committee subject to each of those other members being approved by the local Branch Committee.

12. (a) The Officers and Committee members in 10(a) and 10(b) 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 four consecutive years.

(b) Co-opted members in 10(c) 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.

(c) In the event of the death or resignation of an elected member, the vacancy shall be filled until the next Annual General Meeting by a member appointed by the Committee.

13. 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 2 of the Officers.

14. Paid employees are employed by the Committee and therefore cannot be Committee members or vote at Committee Meetings. They, or their representative, can be invited to attend any or all meetings in an advisory capacity and should normally be so invited, but need not attend the whole of the meeting. Paid employees, if members of the Playgroup, shall be entitled to attend and vote at all General Meetings of the Playgroup.

15. Finance

The Treasurer shall keep proper accounts of the finances of the Playgroup. At each meeting the Treasurer and/or deputy shall present a written statement of the accounts to the Committee. Acceptance of these accounts by the Committee shall be recorded in the minutes.

16. All cheques shall be signed by two Officers, one of whom shall normally be the Treasurer: duplicate bank statements shall be sent to the Chair.

17. At the end of the financial year the Treasurer shall prepare accounts which, after audit by an independent auditor appointed by the Committee, shall be presented to the Annual General Meeting.

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

(a) if that member is employed by the Playgroup and then only as proper remuneration in respect of that employment

(b) as repayment of expenses properly incurred on behalf of the Playgroup

(c) as interest at a reasonable rate on money lent to the Playgroup.

19. Dissolution

If members decide to terminate the existence of the Playgroup any funds or equipment remaining after all debts have been paid shall be handed to the Pre-school Playgroups Association or any similar charity concerned with the education of pre-school children in the area of the Playgroup. 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.