

# **The Mews Nursery & Playclub Management Committee Constitution**

## **1. Name**

The name of the Committee shall be The Mews Nursery and Play Club Committee (hereinafter referred to as the Committee)

## **2. Objects**

The objects of the Committee shall be:

To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays and for pre school children.

To advance the education and training of the persons in the provision of such care, education and recreational facilities.

## **3. Powers**

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

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 Group shall not undertake any permanent trading activities in raising funds for the said objectives, and that the raising of such funds are in accordance to the temperance, non gambling stance of the Salvation Army.

To advise on employ on such terms and conditions of employment as the Salvation Army shall determine any paid or voluntary worker or workers to assist in the attainment of the said objectives.

To do all such other lawful things as shall further the attainment of the said objectives or any of them.

## **3. Membership**

The full membership of the Committee shall consist of sixteen members. One half of the members shall be a representative of interested groups. One quarter of the members shall be representatives of the parents of children attending the Nursery and Play Clubs.

There should be a minimum of three parents from the Nursery and three parents from the Play Clubs, two members of the Hotel Staff, four representatives of the Salvation Army and up to four other interested parties.

Prospective members shall be invited to join the Committee by the Chairperson after consultation with, and approval from the Committee. Each full member shall have the power to vote on any issue considered by the Committee.

## **4. Officers**

The officers of the Committee shall be a Chairperson, Vice-Chairperson Secretary, and Treasurer (and such other officers as may be considered necessary).

## **5. Election of Officers**

The officers of the Committee shall be elected annually at the Annual General Meeting.

6. **Meetings**

Ordinary meetings shall be held as often as deemed necessary by the Secretary but at least twice a year after at least 7 days written notice to each Committee member.

The Secretary shall call special meetings within 14 days of the receipt of a request signed by 5 members of the Committee.

The Annual General Meeting shall be held in the Month of September each year after at least 7 days written notice given to each Committee member. The Annual General Meeting shall receive a report from the Treasurer of the income and expenditure for the previous financial year, the accounts having been certified by independent auditors.

7. **Quorum**

The Quorum for any Committee meeting shall be 50 % of the number of full members.

8. **Co-opted Members**

The Committee may co-opt such persons of special knowledge, as it thinks fit for any particular purpose. Co-opted members shall serve only in a consultative and non-voting capacity.

9. **Finance**

The treasurer shall keep proper accounts 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 1<sup>st</sup> April to 31<sup>st</sup> March inclusive.

The accounts shall be audited at least once a year by the auditor or auditors appointed by the Salvation Army.

The funds of the group shall be applied in furtherance of its objects and no payment shall be made to any member except reasonable and proper out of pocket expenses.

A bank account shall be opened in the name of the Group with the Reliance Bank plc. The Committee shall recommend in writing the Secretary, the Treasurer and the Centre Manager – Carfax – to sign cheques on behalf of the Group. All cheques must be signed by not less than two of the three authorised signatories, as least one of who shall be a Committee member.

All fees income and donations and monies from whatever source, shall be paid into a general fund.

The Treasurer shall ensure that the general fund is used only for purposes within the objects of the Committee.

In the event of winding up of the Nursery or Playclub, any balance contained in the general fund shall be donated to the host charity this being the Salvation Army and use in accordance with its overall objectives.

10. **Trustees**

The Trustees of the Nursery and Play Clubs shall be the Chairperson, Treasurer, and Secretary. The overall responsibility rests with the Salvation Army Trustee Company.

All property of the Nursery and Play Clubs shall be vested in the Trustees to be dealt with, as the Committee shall from time to time direct. The Trustees shall be indemnified against risk and expense out of such property.

11. **Alterations to the Constitution**

A proposed alteration to the constitution shall take place only at the Annual General Meeting or at a Special Meeting where the change shall be the only agenda item.