

# L Livingston Village Out Of School Care Project

**C constitution**

## Name

* 1. The name of the Organisation shall be called, The Livingston Village Out of School Care Project (hereafter referred to as the Organisation)

## Objectives

* 1. The objective of the Organisation shall be to provide daily care and education of children, during out of school hours, specified school holidays and school In-service days. The Organisation shall promote the provision of facilities for the recreation and other leisure time occupation of such children.
  2. To advance the education and training of persons in the provision of such care, educational and recreation facilities.

## Membership

* 1. All parents/legal guardians of children attending Livingston Village Out of School Care Project shall be eligible for membership.

## Management

* 1. The Organisation has been formed, and is managed, by a volunteer Management Committee [hereafter called The Committee]. Current members of The Committee are:
     + Chairperson Alina Giles
     + Secretary Lisa Christison
     + Treasurer

Sarah Brown

Committee Member Marlene Boyd

O *Donates an Office Bearer*

* 1. The Committee will collectively and individually act in the best interests of the Organisation and shall be open and honest in all of their dealings. The Committee shall endeavor to

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Adhere to all relevant legal requirements and Codes of Practice.

* 1. The Committee must have a minimum of five members.
  2. The Committee shall meet at least once per year, excluding AGMs or EGMs. A quorum shall consist of a minimum of five committee members.
  3. The Office Bearers having been elected at an AGM or EGM will serve for a term not exceeding two years.
  4. All Office Bearers may stand for re-election if they so desire.
  5. It is the duty of Committee members to notify either The Committee or The Chairperson of any known, or suspected:

1. impediment to their abilities to perform the duties of a committee member or office- bearer, *or*
2. Matter or issue, such as declared bankruptcy, previous conviction or appearance on a prescribed list, which would bring disrepute to the committee or the organisation.
   1. The Committee shall have the power to co-opt further members as and when required by The Committee.
   2. The Committee shall have the power to appoint staff as they may, in their opinion, be necessary. Paid staff shall not be members of The Committee.
   3. The Committee may appoint sub committees as may be considered necessary and shall determine their terms of reference, powers, duration and composition.
   4. All acts and proceedings of sub committees shall be reported to The Committee as soon as possible.
   5. Should a member of the Management Committee fail to appear for three consecutive committee meetings they will be deemed to have resigned from the Committee?
   6. No more than one member of any family can serve as an Office Bearer at the same time.
   7. No individual member of The Committee may interfere with the day-to-day running of the club. Any member doing so will have to explain their actions to the Committee and may be removed from The Committee.

## General Meetings

* 1. The Annual General Meeting (AGM) shall be held in November each year. The notice calling the meeting will be sent to members at least four weeks in advance.
  2. The business shall include:

1. The work of the Committee
2. Approval of Accounts
3. Appointment of Independent Accountant
4. Election or Re-Election of Office Bearers.
5. Election of new members to serve on the committee
6. Resolutions submitted by members
   1. Member’s Resolutions must be submitted at least 1 week prior to the General Meeting.
   2. Office-Bearers and potential members must be Proposed and Seconded by existing committee members, following which a vote shall be taken by a show-of-hands of all members present. A simple majority shall be decisive.
   3. At all general meetings, voting shall be based on one member one vote. Only members who are in attendance at the general meeting may vote. The Chairperson holds a casting vote. Sometimes where deemed appropriate a proxy vote via e mail is acceptable.
   4. At all general meetings, the quorum shall consist of a minimum of five members.
   5. The Committee or five ordinary members shall have the power to call an Extraordinary General Meeting (EGM).

## Changes to the constitution

* 1. Changes or additions must be made at an AGM or EGM. The proposed changes shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## Finance

* 1. The Committee shall have the authority to raise funds in the name of the Organisation and apply these funds only to further the objectives of the Organisation.
  2. No payment, payment in kind or remuneration shall be made to members of The Committee except to reimburse proper expenses incurred wholly and exclusively in the work of the Committee, for which a receipt must be provided.
  3. The independent accountant appointed at the AGM shall approve the accounts at least once a year.
  4. The Committee at the AGM shall submit an approved statement of the accounts for the last financial year.
  5. At each meeting of the Committee, the Treasurer will provide a written or verbal financial statement.

## Dissolution

* 1. If the Management Committee, by a simple majority, decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Organisation, it shall call a Special General Meeting, giving not less than fourteen days’ notice (stating the terms of the resolution to be proposed). If such a decision shall be confirmed by a two thirds majority of those present and entitled to vote and voting at such meeting, the Management Committee shall have the power to dissolve the club. Any assets of the Club that remain after all debts and liabilities have been satisfied, shall not be paid to or distributed among the Clubs members, but shall be given or transferred to a recognised charitable organisation(s). Such organisation(s) to be decided by the members at or before the time of dissolution.

## Certified as a true copy

Signed.............................................................Chairperson Date................................

Name Alina Giles

Signed..............................................................Secretary Date..................................

Name Lisa Christison

Signed..............................................................Treasurer Date..................................

Name Sarah Brown