

TORPHINS PLAYGROUP - CONSTITUTION

1. The name of the playgroup is TORPHINS PLAYGROUP, hereinafter referred to as Playgroup
2. The playgroup is a member of the SPPA having accepted the aims of the association and paid the annual subscription, and will continue membership of branch council.

3. Aims

1. Provide a safe and stimulating environment in which children can feel happy and secure
2. Encourage the emotional, social, physical, creative and intellectual development of the children
3. Respect and promote the individual views and wishes of the parents/carers, children and staff
4. Promote the welfare of children
5. Encourage children to explore, appreciate and respect their environment
6. Provide opportunities to stimulate interest and imagination
7. Extend children's abilities to communicate ideas and feelings in a variety of ways
8. Evaluate the quality of what we do and provide and plan for improvement
9. Parents/carers and staff will work together for the benefit of the group
10. To encourage other charitable activities through which parents/carers may help the children

4. Membership

The membership of the playgroup shall consist of

- (a) the parents or guardians of children on the attendance register of the playgroup from time to time and
- (b) such other persons as are interested in the aims of the association.

5. Council

- (a) The affairs of the playgroup shall be under the control of the TORPHINS playgroup committee for the day to day running of its business
- (b) The council shall consist of the whole membership of the playgroup with chairperson, secretary and treasurer as office bearers of the council.
- (c) The council shall hold in JUNE of each year an annual general meeting at which members shall receive the annual report and accounts for the preceding financial year from the committee and elect the members of the committee by a show of hands.
- (d) The quorum for meetings of the council shall be TWELVE members. Each member of the council shall have one vote. The chairperson shall, in addition, have a casting vote.
- (e) The committee may call special general meetings and on request of not less than 50% members of the council shall call a special general meeting within two months.
- (f) The notice and agenda for the annual general meeting and for any special meeting shall be posted on the playroom notice board at least fourteen days before the meeting

6. Committee

- (a) The management and control of the business of the council shall be carried out by the committee who shall report to each annual general meeting and:
 - (i) appoint a capable independent examiner, who is not a member of the playgroup to inspect the accounts.
 - (ii) hire premises as may be needed.
 - (iii) provide equipment needed.
 - (iv) receive money and make payments on behalf of the council.
 - (v) engage staff
 - (vi) control the admission of children and their enrolment on the attendance register
 - (vii) may refuse admission on the grounds of previous withdrawal/removal.
 - (viii) may remove from the roll the name of any child who fails to attend regularly without reasonable cause and any child whose behaviour consistently disrupts the activities of the playgroup.
 - (ix) do all such things as will properly attain the objects stated in clause 3.
- (b) The committee shall consist of:
 - (i) EIGHT members of the council including the chairperson, secretary and treasurer.
 - (ii) Additional members co-opted by the committee but not exceeding two at any time. Co-opted members shall have a vote.

- (c) In the event of the death or resignation of an elected member the vacancy shall be filled by a member co-opted by the committee. The committee may fill casual vacancies among the office bearers of the council until the succeeding Annual General Meeting.
- (d) The committee, including co-opted members, shall retire each year at the Annual General Meeting but shall be eligible for re-election. No person shall be entitled to serve for more than TWO years. For those purposes a year shall be the period elapsing between successive Annual General Meetings.
- (e)
 - (i) The committee shall meet as often as necessary and not less than six times a year.
 - (ii) FIVE of the committee, including two office bearers, shall comprise a quorum.
 - (iii) Paid playleaders/employees may attend a meeting but not have a vote.

7. Rota

The playgroup will be run with the attendance of two duty parents/carers at every session. These parents/carers will have undergone an induction carried out by a member of the Playgroup staff.

Exemptions to doing rota duty:

- (i) maternity leave will be for a maximum period of 26 weeks, to be taken at the mums' discretion, with due notice to the rota secretary, any time after the 26th week of pregnancy. Medical advice will be followed in the case of ill health.
- (ii) working mums will not be exempt from duty unless the mum is fulfilling an office-bearing role on the committee. This exemption will be solely at the committees' discretion.

8. Finance

- (a) The treasurer shall keep account of all income and expenditure and shall prepare accounts which shall be submitted to a capable independent examiner and a report thereon obtained.
- (b) The funds of the playgroup shall be applied solely for the promotion and furtherance of its aims and objects, and no payment whatsoever shall be made directly or indirectly to office bearers or members of the council or committee or other persons associated with the running of the playgroup with the exception of reasonable remuneration to any employee for services rendered or interest at a reasonable rate for money lent to the playgroup. A voting member of the committee may not be appointed to a salaried office or receive any benefit in money or money's worth save as interest at a reasonable rate on money lent to the playgroup.
- (c) The attendance fees payable in respect of children attending the playgroup shall be fixed by the Annual General Meeting, with a reduced rate for siblings. Fees will be paid whether or not the child attends except in the case of prolonged illness. The parent or guardian of a child should give one weeks notice to the Playleader of intention to withdraw the child from playgroup.

9. Dissolution Clause

In the event of Torphins Playgroup closing down, all monies/equipment shall go to the Community of Torphins.

9. Alterations

No alterations shall be made to this constitution except by resolution of the members of the council in general meeting and with the consent of at least two thirds of the members present and voting thereat. Notice of any proposed alteration must be posted with the notice under clause 5. No alteration so approved shall take effect without the approval of the UPPER DEESIDE branch council to the intent that nothing shall be done which would prejudice the continuing charitable status of the playgroup and the Scottish Pre-School Playgroups Association. Any proposed alteration in this constitution shall be notified to the Inland Revenue or such other Government Department as may be responsible for the continuing registration of the playgroup as a charity.