

Mes Bach- Little Acorns Childcare
CONSTITUTION
2011

1. NAME

The name of the facility shall be Mes Bach – Little Acorns Childcare, hereafter referred to as Mes Bach

2. AIM

The aim of Mes Bach shall be to enhance the development and education of children and provide a safe environment outside of school hours by:

- A) encouraging parents to understand and provide for the needs of their children
- B) providing safe and satisfying group play in which parents have the right to take part
- C) encouraging other charitable activities through which parents may help the children
- D) furthering the aim of the Wales Pre-school Playgroups Association and Care Standards and Social Services Inspectorate Wales.
- E) providing Nursery care for children aged 2 1/2 to 4 years and providing After-school and holiday club childcare for school aged children.

3. POWERS

For the furtherance of the aim Mes Bach may

- A) provide accommodation and equipment and engage staff
- B) raise money to pay for Mes Bach'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 Mes Bach
- E) control the admission of children to the groups run by Mes Bach and, if appropriate, require parents or guardians to withdraw them
- F) become a member of the Wales Pre-school Playgroups Association and Clybiau Plant Cymru
- G) take such action as may benefit Mes Bach

4. MEMBERSHIP

Membership shall be of two kinds:

- A) Family members: Parents and guardians of all children who attend any group run by Mes Bach, each family to have one vote and count as one member.
- B) Affiliated members: Other interested persons may be invited by the committee on a yearly basis to become affiliated members on payment of such subscription as may be decided on by the committee- each person to have one vote and count as one member.

5. GENERAL MEETING

An Annual General Meeting shall be held in the summer term each year at which the annual report and accounts for the preceding year shall be presented and agreed. This Constitution shall be reviewed at each Annual General Meeting to ensure that it is being observed correctly.

6. Special General Meeting

A special general meeting may be called at any time at the request of the committee or one quarter of the members.

7. Notices of Meetings

The secretary of 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.

If the Chair or Secretary does not call a Special General Meeting within two months of a 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. Quorum

The quorum for a General Meeting shall be 30% of the members or no less than 3 members , which must include at least two of the committee officers.

9. COMMITTEE

The committee shall meet at least three times a year and is responsible for ensuring that Mes Bach complies with its aims and is properly managed.

10. Committee Numbers

The committee shall consist of

A) 3 officers (Chair, Vice-Chair and Secretary)

B) As few as none but no more than 5 elected members

C) Co-opted members must be included in the above number.

The officers and elected members are automatically considered to be Trustees of Mes Bach and must be recorded as such with the Charity Commission.

11. Elections

The officers and committee members 10A and 10B shall be elected for one year at the Annual General Meeting. Retiring officers and committee members, including co-opted members are eligible for re-election at each Annual General Meeting.

In the event of death or resignation of an elected member, a member appointed or co-opted by the committee shall fill the vacancy.

12. Vote

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 three committee members, including two of the officers.

13. Paid Employees

A) Paid employees are employed by the committee and therefore cannot be committee members or vote. They, or their representatives, can be invited to attend all meetings in an advisory capacity and should normally be so invited, but need not attend the whole of the meeting.

B) Discussions and decisions regarding staff pay, condition, disciplinary matters, and the employment or redundancy of staff will be decided solely by the officers of the committee behind closed doors.

The officers may co-opt members or other individuals that they see fit to assist and advise in these matters. When disciplinary matters are involved a representative of the WPPA may be invited to such a meeting.

C) No immediate family member of an employee of Mes Bach will be involved in any discussion or decision affecting the items in 13B.

14. FINANCE

The Manager will be a paid employee of Mes Bach and shall keep proper accounts of the finances of Mes Bach. At each meeting the manager or deputy shall present a statement of the accounts to the committee. Acceptance of these accounts by the committee shall be recorded in the minutes.

15. Banking

All cheques shall be signed by two signatories either two officers or one officer and the manager.

A dual system of on-line banking may be used. All payments out of the bank accounts will need dual authority. The Manager and officers will have on-line banking access.

16. Accounts

At the end of the financial year the Manager shall prepare accounts in such form as shall from time to time be required by law. The accounts shall be submitted to members at the Annual General Meeting.

The accounts shall be transmitted to the Charity Commission, except and in so far as Mes Bach is excepted by order or regulations.

The accounts shall be audited at the end of each financial year by an individual appointed by the Officers who is not related to the said Officers.

17. Funds

The funds of Mes Bach shall only be used for the purposes of Mes Bach and no payment shall be made to any member except:

- A) if that member is employed in Mes Bach
- B) as repayment of expenses properly incurred on behalf of Mes Bach
- C) as interest at a reasonable rate on money lent to Mes Bach.

18. DISSOLUTION

If members decide to close Mes Bach any funds or remaining equipment after all debts have been paid shall be handed to any similar charity concerned with the education and care of children. 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.

19. CHANGE OF CONSTITUTION

This constitution may only be altered if two third of the members present at a General Meeting vote in favour of changing it and only with the approval of the Charity Commission if the alteration affects this clause or clauses 2 or 18.

This constitution was approved by members of Mes Bach Childcare On.....

Signed.....(Secretary)

Address.....

Signed.....(Vice-chair)

Address.....

Signed.....(Chair)

Address.....

Dated.....

