

Constitution of Bradford Under Fives Association

1. Name

The name of the Association shall be Bradford Under Fives Association.

2. Aim

The Aim of the Association is to enhance the development and education of children under statutory school age within the area of the City of Bradford and its neighbourhood by encouraging parents to understand and provide for the needs of their children through community groups and by:-

- (a) Encouraging the formation of groups offering appropriate play facilities, together with the opportunity for parents to take responsibility for and to become involved in the activities of such groups.
- (b) Offering continuing support, encouragement and help to such groups, and in particular by ensuring that such groups offer equal opportunity for all children and families.
- (c) Holding courses, discussions, conferences and meetings and publishing magazines, books, pamphlets and papers relating to the aforesaid aim
- (d) Developing and encouraging appropriate training for the achievement of the aforesaid aim.
- (e) Encouraging the study of the needs of such children and their families and promoting public interest in the recognition of such needs.
- (f) Co-operating with other charitable organisations and persons having similar aims anywhere in the world.
- (g) Co-operating with statutory and other services.
- (h) Doing all such other lawful things as are necessary or desirable for the attainment of the aforesaid aim.

3. Membership

Membership is open to the following within the area of the City of Bradford and its neighbourhood:

- (a) Playgroups
- (b) Toddler groups
- (c) Individual members

Associate membership will be open to national, international and local voluntary or other non-profit organisations, whether corporate or unincorporated, which are interested in furthering such work.

4. Subscriptions

- (a) Membership shall be determined by the payment of an annual subscription set by the Association in General Meeting.
- (b) Any member who fails to pay a subscription within two months from the date on which the same falls due shall be deemed to have resigned with effect from the date on which the period of two months expires.

5. General meeting

- (a) An Annual General Meeting shall be held during the Summer Term each year.
- (b) A Special General Meeting shall be called by the secretary within 28 days (i) at the request of the Committee or (ii) on the receipt of a written request from 20% of the membership or 10 members whichever number is smaller.

- (c) Members shall receive at least 14 days notice in writing of any General Meeting and this notice shall include the date, time and place of the meeting and the nature of the business to be transacted.
- (d) The quorum of a General Meeting shall be 15% of the membership or 25 members whichever number is smaller.
- (e) Each individual member of the Association shall have one vote. Each group shall have one vote and may exercise that vote through an accredited representative.
- (f) Decisions shall be taken by a simple majority of those present and voting.

6. COMMITTEE

- (a) The affairs of the Association shall be managed by a committee consisting of the following voting members:
 - (i) Three officers, namely Chair, Secretary and Treasurer.
 - (ii) Not less than 5 nor more than 9 other elected members.
- (b) The committee may co-opt up to three non-voting members during the year.
- (c) Employees of the Association and representative(s) appointed by the committee to other organisations shall be invited to attend meetings of the committee in a non-voting capacity at the committee's discretion.
- (d) The election of officers and other elected members shall take place each year at the Annual General Meeting and they shall take office at the end of that meeting. Nominations for the officers and other elected members shall be proposed and seconded by members to the Secretary before the commencement of the Annual General Meeting. If there is no valid nomination for any officer or in the event of the death or resignation of any officer or other elected member, the Committee shall fill the vacancy at its next meeting.
- (e) Decisions at a committee meeting shall be taken by a simple majority of those present and voting. In the event of a tie the chair shall have a second casting vote.
- (f) No voting member shall serve on the committee for more than 4 consecutive years. No officer shall serve for more than 3 consecutive years in any one office. For the purpose of the clause a year shall be deemed to be the period elapsing between the end of successive Annual General Meetings and shall not include periods of less than six months.
- (g) The committee shall meet at least three times a year.
- (h) The quorum for a meeting of the committee shall be any two of three officers and not less than one third of the other voting members.
- (j) All members of the committee shall be either individual members or designated representatives of member groups. At least one-third of the committee shall be designated representatives of member groups at the time of election.
- (k) Employees shall not be entitled to be serving members on the committee unless such employee carries out less than 200 hours of paid employment for the Association per calendar year.

7. FINANCE

- (a) The Treasurer shall keep proper accounts of the finances of the association. At each meeting the Treasurer 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.
- (b) All cheques shall be signed by 2 officers.
- (c) At the end of the financial year the Treasurer shall prepare accounts to be examined by an independent examiner appointed at the Annual General Meeting. The independently examined accounts shall be submitted to members at the Annual General Meeting.
- (d) The income and property of the association shall be applied solely to the promotion of the aim of the Association as stated in Clause 2 of this constitution.

8. AMENDMENT AND DISSOLUTION

- (a) The association may be dissolved or this constitution amended by a resolution at any General Meeting. Any such decision requires confirmation by a two-thirds majority of those present and voting.
- (b) If a General Meeting called to a vote on dissolution is not quorate, a second General Meeting shall be called at which those present shall constitute a quorum.
- (c) In the event of a dissolution, any assets remaining after the satisfaction of any proper debts and liabilities, shall be transferred to a charitable association with similar aims.

As amended 8th July, 2003.

Signed.....Secretary

Address.....

Signed.....Treasurer

Address.....

Signed.....Chair

Address.....

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Dated.....