

# **CONSTITUTION OF THE WINDMILL AFTER SCHOOL CLUB**

1. The Club will be called the Windmill after School Club, (the Club).

2. The objectives of the Club are:

- a) To offer after school care for children aged 4-11 years
- b) To create an atmosphere of fun and learning for the children, encouraging team playing and inter personal skills.
- c) To attract attendance from working or studying parents/guardians of the Windmill Primary School.

2.2 Any surplus money generated will be used to improve or expand services offered.

There will be no distribution of funds to members beyond reimbursement of justifiable expenses.

3.1 Membership of the Club will be restricted to the parents or legal guardians of any child attending the school referred to in paragraph 2.c above.

3.2 The parent or guardian must join the membership before their child can attend the Club activities, other than those specified in marketing events, when this rule may be suspended by the Committee.

4. There will be a one-off charge of £10:00 life membership per child.

5.1 The Committee will consist of five parents or guardians, from whom a Chairperson and Secretary will be nominated, the Club Manager and the Club Treasurer. A link Governor will be invited to join the Committee (not the Head Teacher) however the Head Teacher may be invited to specific meetings as required.

5.2 The Committee will sit not less than six times per year.

5.3 Quorate for the meeting to be recognised is four members.

6. The Committee is specifically charged to take such actions as will benefit the Club and its members. It is empowered to manage the Club activities and accounts appointing staff as appropriate.

7. There will be one Annual General Meeting per year when all members will be invited, and the Club accounts presented, activities discussed, and members invited to contribute.

8. The Committee is empowered to organise such fundraising activities as it may deem appropriate from time to time. No trading or routinely scheduled fundraising activities will be organised, without referral to the membership.

9. Two signatures will be required on any cheques the Treasurer, the Club Supervisor, the Chair and/or Club Secretary.

9.2. Accounts will be prepared annually and presented by the Treasurer to the Committee by the end of August each year.

10. The Treasurer is specifically charged that should the financial balances fall below £10,000 they will immediately call a Committee meeting.

11. Changes in Constitution will be adopted only by a vote either postal or at an open meeting when all members must be given two weeks notice and the opportunity to vote.

12.1 Should circumstances warrant the Club closure an Extraordinary General Meeting will be called, when the Committee will explain the circumstances and look for solutions to any difficulties before making the final decision.

12. 2 In the event of any surplus funds remaining after closure, they will be distributed to Windmill Primary School, within twelve months, subject to there being no liabilities outstanding

Date of acceptance: \_\_\_\_\_

Signed Chair: \_\_\_\_\_

Print name: \_\_\_\_\_

Signed Secretary: \_\_\_\_\_

Print name: \_\_\_\_\_