



DUNSCORE PRE-SCHOOL CENTRE

CONSTITUTION

1. **NAME** The name of the organisation is Dunscore Pre-School Centre hereafter referred to as "the organisation" in this document.

2. **OBJECTS** The organisation is a non-profit-distributing voluntary organisation, which aims to:

- provide a safe, happy, caring environment for the children at the centre allowing them to thrive and enjoy learning
- to enable them to develop as well-rounded children, with the knowledge and skills to equip them for their place in today's society
- we will work with parents and carers towards this aim.

3. POWERS

- 3.1 To effect insurance of all kinds.
- 3.2 To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the organisation's activities.
- 3.3 To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the organisation.
- 3.4 To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the organisation.
- 3.5 To raise funds in pursuance of the organisation's objects and to accept grants, donations and legacies of all kinds and any reasonable conditions attaching to them.
- 3.6 To pay bona fide expenses and running costs incurred in pursuance of the objects.
- 3.7 To employ such staff or consultants as may be required by the organisation from time to time.
- 3.8 To do anything which may be incidental or conducive to the furtherance of the organisation's objects.

4. MEMBERSHIP

- 4.1 Membership of the organisation consists of:
- a) one parent or guardian per child they have registered at the centre (note: the family is registered as a member but only one adult per family is a voting member)
 - b) the carer of the child, where it is the carer who has registered the child at the Centre
 - c) other such persons who support the charitable objects of the centre - on payment of the annual registration fee for the Centre.

* The Old School, Dunscore, Dumfries, DG2 0SY*

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Scottish Pre-school Association No: 0553

Dunscore Pre-school Centre is a Registered Scottish Charity-Number SC014199



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- 4.2 Membership is included in the registration fee for children at the centre - the family of each child registered being entitled to one vote and one place on the management committee.
- 4.3 Members have full voting rights.
- 4.4 The Management Committee may, at its discretion, refuse to admit any person to membership.
- 4.5 Members of staff can not be members of the centre.
- 4.6 The Secretary shall maintain a register of members, setting out the full name and address of each member, the date on which he/she was admitted to membership, and the date on which any person ceased to be a member.

5. GENERAL MEETINGS

- 5.1 A General Meeting (AGM) will be held annually in June to receive an annual report by the chairperson and manager, to consider the annual accounts and appoint an independent examiner, and to elect the Management Committee.
- 5.2 The quorum for General Meetings shall be 1/3 of the membership (i.e. one adult per registered child plus any other adults who have paid the relevant membership fee).
- 5.3 An Extraordinary General Meeting (EGM) may be called at any time by the Management Committee, or at the request of 1/4 of members of the organisation. The committee shall call an EGM within 2 months of this request.
- 5.4 The notice and agenda for an AGM and any special meetings shall be given/sent to all members in writing at least fourteen days' notice of the meeting unless otherwise specified by this constitution.
- 5.5 Each member shall have one vote. If there is an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.
- 5.6 The management and control of the business of the centre shall be carried out by the committee who shall:
 - a) report to each annual general meeting
 - b) receive money and make sure it is managed properly;
 - c) appoint members of staff i.e. manager, playleaders and other staff;
 - d) ensure administration policies are followed;
 - e) organise fundraising events;



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- f) delegate the day to day responsibility for the centre activities to the manager, administrator and senior playleader;
- g) follow the aims and objectives of the Scottish Pre-school Play Association;
- h) ensure proper working relationships with members of the organisation.

6. MANAGEMENT COMMITTEE AND OFFICE BEARERS

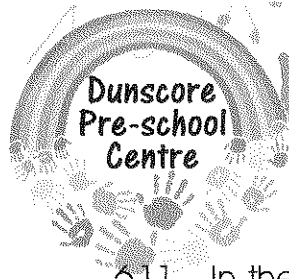
- 6.1 The Management Committee will consist of at least eight members who will manage the organisation on a day-to-day basis.
- 6.2 The quorum for meetings of the Management Committee shall be 1/3 of the Management Committee.
- 6.3 At the first meeting after the AGM the Management Committee shall elect from among themselves the following office bearers;: Chairperson, Secretary, Treasurer.
- 6.4 The Management Committee may co-opt up to one third of the maximum number of Committee members to serve until the next Annual General Meeting. Co-opted members shall have a vote.
- 6.5 The Management Committee will
 - meet at least 6 times a year;
 - consist of not less than half the committee including two office bearers to comprise a quorum
 - include staff but they will not have a vote.
- 6.6 Minutes will be taken of proceedings at all meetings, including the names of those present, and these will be signed by the chairperson.
- 6.7 All Management Committee members shall retire from office at the Annual General Meeting but will be eligible for re-election. No person shall be entitled to serve for more than 3 years in any one post.
- 6.8 Members of staff may not be members of the Management Committee.
- 6.9 A member of the Management Committee who has a personal interest in any transaction or other arrangement that the organisation is proposing to enter into, must declare that interest at a meeting of the Management Committee and may not vote in that respect.
- 6.10 If there is an equal number of votes for and against any resolution, the chairperson of the meeting shall be entitled to a casting vote.

• The Old School, Dunscore, Dumfries, DG2 0SY •

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- 6.11 In the event of the death or resignation of an elected member the vacancy shall be filled by a member co-opted by the Management Committee.
- 6.12 The Management Committee shall fill any casual vacancies among office bearers of the centre until the succeeding annual general meeting.

7. FINANCES

- 7.1 A bank account in the name of the organisation shall be kept.
- 7.2 There should be a minimum of two authorised signatories office bearers of the organisation who are not connected, as per the definition of 'connected' within the Charities & Trustee Investment (Scotland) Act 2005.
- 7.3 A statement of accounts shall be made up to 31st March in each year and shall be examined by an independent examiner or as required by applicable statutory requirements.
- 7.4 The Management Committee shall ensure that proper accounting records are kept and maintained in accordance with all applicable statutory requirements.
- 7.5 The treasurer shall keep account of all income and expenditure and shall prepare accounts which shall be submitted for audit to a independent examiner.
- 7.6 The funds of the organisation shall be applied solely for the promotion and furtherance of its aims and objectives.
- 7.7 Reasonable expenses may be paid to management committee members and staff for attending partnership meetings and training (at the discretion of the management committee).
- 7.8 The attendance, registration and snack fees payable in respect of the children attending funded, non-funded and toddler sessions run by the organisation shall be fixed by the annual general meeting or if necessary at an EGM.

8. AMENDMENTS TO CONSTITUTION

- 8.1 This constitution may be amended by a resolution passed by not less than two thirds of members of the organisation or voting at a General Meeting, providing that due notice has been given including the terms of the resolution.



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8.2 No amendments may be made if their effect would be to render the organisation ineligible for charitable recognition by the Office of the Scottish Charities Regulator or membership of the SPPA or partnership status with Dumfries and Galloway Council.

9. DISSOLUTION

- 9.1 If the organisation determines that, for any reason, it is appropriate for the organisation to be dissolved, it shall convene a Special General Meeting giving at least 21 days' notice and stating the terms of the proposed resolution.
- 9.2 If the proposal to dissolve the organisation is confirmed by a two-thirds majority of those present and voting, the organisation shall have the power to dispose of any assets remaining, after settlement of all due debts, shall be transferred to another organisation having similar aims and objects as the organisation, as detailed in the organisation's closure strategy.
- 9.3 None of the organisations assets may be distributed or otherwise applied (on being wound up or any other time) except to further its charitable objects.

This constitution was adopted at an Extraordinary General Meeting of the Dunscore Pre-School Centre on ~~at~~ Thursday 6th Dec 2012 at 11.20am

~~Signature~~
Signature: [Signature]

Print name: S. FITZSIMON

Address: Songhill Lodge Hollywood Rd. Dumfries.

~~Signature~~
Signature: [Signature]

Print name: R. HEALY

Address: SKINFORD FARM SPEDDOCH. DUMFRIES.

~~Signature~~
Signature: [Signature]
Print name: SCOTT REID

Address: WULFEN, KILMIDGIE, AULDKIRTH, DFS



GLENBURN CONSULTANCY

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This constitution was adopted at an Extraordinary General Meeting of the Dunscore Pre-School Centre on Thursday 6 December at 11.20am .

Witnessed by:

S. Fitzsimon
R. Henry
John Reid

This constitution was reviewed at an Annual General Meeting of the Dunscore Pre-School Centre on Thursday 25 June 2015

Witnessed by: .

Alison Bathwick
Chairperson .

Maria H Haston
Treasurer .

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