

East Ayrshire Community Play Forum

CONSTITUTION

Date 17th December 2009

East Ayrshire Community Play Forum

CONSTITUTION

1. NAME

The organisation shall be known as East Ayrshire Community Play Forum hereinafter known as “East Ayrshire Community Play Forum”.

2. OBJECTS

The East Ayrshire Community Play Forum is established for the following charitable objectives:-

- (a) To promote and encourage high quality play provision within East Ayrshire.
- (b) To raise the profile of children’s play
- (c) To encourage the participation of children in decision-making on play issues.

3. POWERS

In furtherance of the above objects, the East Ayrshire Community Play Forum may: -

- (a) Employ and pay any person or persons to supervise, organise and carry on the work of the East Ayrshire Community Play Forum;
- (b) Make reasonable provision for the payment of pensions and superannuation to or on behalf of employees and their dependants;
- (c) Engage and pay fees to professional and technical advisers/consultants to assist in the work of the East Ayrshire Community Play Forum;
- (d) Establish local branches and appoint sub-committees when and where considered to be necessary, with such delegated powers as may be considered by the East Ayrshire Community Play Forum to be appropriate;
- (e) Affiliate to such organisations as are considered to be in the interests of and compatible with the objects of the East Ayrshire Community Play Forum;
- (f) Collect and disseminate information on all matters affecting the objects and exchange such information with other bodies having similar objects;
- (g) To make representation to communities, groups and organisations towards achieving greater provision and quality of play opportunity and experience.

- (h) To liaise with Local Authority representatives regarding all issues of play within East Ayrshire.
- (i) Purchase, take on lease, or exchange, hire or otherwise acquire any property and any rights and privileges considered appropriate for the promotion of the objects and construct, maintain and alter any buildings considered appropriate for the work of the East Ayrshire Community Play Forum; the Executive Committee shall be vested as Trustees over property on behalf of the East Ayrshire Community Play Forum.
- (j) Receive grant assistance, raise funds, and receive contributions from any person, persons or member organisation by way of subscription or otherwise;
- (k) Operate bank accounts in the name of the East Ayrshire Community Play Forum and for the furtherance of the objects;
- (l) Do all such other lawful things as are incidental or conducive to the attainment of the objects.

4. MEMBERSHIP

(a) Membership Organisations

(i) Full membership of the Forum shall be open to all organisations, agencies groups and individuals with an interest in play and recreational activities for children and other organisations whose purposes are compatible with the objects of East Ayrshire Community Play Forum.

(iii) Each member organisation shall have the right to appoint **one** voting delegate at General Meetings of the East Ayrshire Community Play Forum.

(b) Associate Members

Individuals and professional workers having an interest in any or all of the objects of The East Ayrshire Community Play Forum and being concerned with the well-being of the The East Ayrshire Community Play Forum may become Associate Members of the East Ayrshire Community Play Forum but have no voting rights

(c) Co-opted Members

The East Ayrshire Community Play Forum may invite local authorities, central government and other statutory bodies or agencies to nominate one or more representatives to serve as co-opted members of the East Ayrshire Community Play Forum but such co-opted members shall have no voting rights

(d) The Executive Committee shall be entitled, at its discretion, to refuse to admit any individual or organisation to membership, where it can be demonstrated that the individual or organisation, by their activities, are not in sympathy with the objects of the East Ayrshire Community Play Forum. The Executive Committee shall have the

right for good and sufficient reason to terminate the membership of any individual or organisation provided that the member concerned shall have the right to be heard by the Executive Committee before a final decision is made.

5. OFFICE BEARERS

- (a) At the Annual General Meeting of the East Ayrshire Community Play Forum there shall be elected a Chairperson, Vice-Chairperson, Secretary, Treasurer or other titles as appropriate and such other honorary officers as the East Ayrshire Community Play Forum shall from time to time decide.
- (b) All office-bearers shall hold office until the conclusion of the next Annual General Meeting after their appointment and shall be eligible for re-appointment, except that the Chairperson may not serve for more than three consecutive years in that office, unless there is no other person willing to take on the chairperson role in which case they can be re-elected.
- (c) The Executive Committee of the East Ayrshire Community Play Forum shall be empowered to fill any vacancies in the appointment of office-bearers on a temporary basis and until the next Annual General Meeting of the East Ayrshire Community Play Forum.

6. EXECUTIVE COMMITTEE

- (a) The day to day work of the East Ayrshire Community Play Forum shall be directed by an Executive Committee consisting of the following:-

The Chairperson, Vice-Chairperson, Treasurer and Secretary of the East Ayrshire Community Play Forum

Eight persons elected at the Annual General Meeting from nominees submitted by member organisations of the East Ayrshire Community Play Forum.

- (b) Member organisations may nominate one person for election to the Executive Committee of the East Ayrshire Community Play Forum.
- (c) Persons elected to the Executive Committee of the East Ayrshire Community Play Forum shall take office immediately following the Annual General Meeting at which they were elected.
- (d) Any casual vacancies on the Executive Committee may be filled by the Management Committee from persons nominated by member organisations, until the next Annual General meeting.
- (e) The Executive Committee of the East Ayrshire Community Play Forum shall meet as required in addition to general meetings of the Forum in each financial year.
- (f) The Executive Committee shall have the power to appoint such subcommittees, and working groups as from time to time it thinks fit.

- (g) No meeting of the Executive Committee shall take place if less than four duly elected members are present.

7. GENERAL MEETINGS

- (a) The first Annual General Meeting of the East Ayrshire Community Play Forum, having been held in March 2009 and once in each year thereafter, an Annual General Meeting of the East Ayrshire Community Play Forum shall be held at such time (not being more than 15 months after the preceding Annual General Meeting) and at such place as the Executive Committee shall determine
- (b) Formal notice of Annual General Meetings and other general meetings shall be given in writing by the Secretary to Member Organisations, Associate Members and Co-opted Members at least twenty-one days prior to the date of the meeting,
- (c) The business of the Annual General Meeting shall include:-
 - (i) consideration of the report of the Chairperson of the general business of the organisation over the preceding year;
 - (ii) consideration of the report of the treasurer and the audited accounts;
 - (iii) consideration of motions of policy (which must be submitted in writing to the Secretary at least fourteen days prior to the Annual General Meeting);
 - (iv) the election of Office bearers and the Executive Committee of the East Ayrshire Community Play Forum
 - (v) the appointment of Co-opted Members of the East Ayrshire Community Play Forum
 - (vi) the appointment of one or more suitably qualified and competent persons to act as auditors;
- (d) A Special General Meeting of the East Ayrshire Community Play Forum shall be called at fourteen days notice upon the written request of four member organisations or on the instructions of the Executive Committee.
- (e) No General Meeting shall take place if less than four voting members are present.

8. FINANCE

- (a) All funds raised by or on behalf of the East Ayrshire Community Play Forum shall be applied to further the objects of the East Ayrshire Community Play Forum and for no other purpose.
- (b) The Treasurer shall keep proper accounting records and shall prepare a statement of accounts annually and at such other times as the Executive Committee may direct.
- (c) The accounts shall be independently examined by a suitably qualified auditor at least once a year and submitted for consideration at the Annual General Meeting.
- (d) Bank account(s) shall be opened in the name of the East Ayrshire Community Play Forum with such banks and/or building societies as the Executive Committee shall from time to time decide.

The Executive Committee shall authorise in writing, three members of the Executive Committee (one of whom shall be the Treasurer) to sign cheques on behalf of the East Ayrshire Community Play Forum. All cheques must be signed by not less than two authorised signatories.

9. ALTERATIONS TO THE CONSTITUTION

- (a) A resolution for the alteration of the Constitution must be received by the Secretary at least twenty eight days before the General Meeting at which the resolution is to be considered.
- (b) At least twenty one days notice in writing of such a meeting shall be given by the Secretary to member Organisations and shall include notice of the proposed alterations.
- (c) Alterations to the Constitution shall be made if approved by not less than two-thirds persons present and eligible to vote at a duly convened General meeting.

10. DISSOLUTION

- (a) The East Ayrshire Community Play Forum may at anytime be dissolved by a resolution to that effect if approved by two-thirds of persons present and eligible to vote at a duly convened General meeting.
- (b) If such a resolution is confirmed, the Executive Committee will be required to settle all legal debts and liabilities of the East Ayrshire Community Play Forum. Any remaining assets shall be given or transferred to such other charitable body(s) having objects similar to the objects of the East Ayrshire Community Play Forum, as the Executive Committee may determine. . *'Charitable body' and 'charity' shall mean a body on the Scottish Charity Register which is also regarded as a charity in relation to the application of the Taxes Acts.*

Certified as accepted as the Constitution at an Extraordinary General Meeting held on 17th December 2009 at Yipworld in Cumnock.

Signed.....(Chairperson) (insert name & address)

.....(Secretary) (insert name & address)