

Constitution

Cockermouth After School Scheme

1. Name

The name of the association shall be Cockermouth After School Scheme (hereinafter called 'CASS').

2. Objects

The objects of CASS shall be:

- a) To provide the necessary facilities for the daily care, recreation and education of children during out of school hours and school holidays.
- b) To advance the education and training of the persons in the provision of such care, education and recreational facilities.

3. Powers

In furtherance of the said objects but not further or otherwise CASS shall have the following powers:

- a) To raise funds and apply for, invite, obtain, collect, and receive contributions from any person or persons whatsoever by way of subscription, donation, grant, legacy and otherwise; provided that CASS shall not undertake any permanent trading activities in raising funds for the said objectives.
- b) To employ on such terms and conditions of employment as CASS shall determine any paid or voluntary worker or workers to assist in the attainment of the said objectives.
- c) To do all such other lawful things as shall further the attainment of the said objectives or any of them.

4. Membership

- a) Membership shall be open to all parents or guardians on the attendance register of CASS and to other persons who are interested in furthering the work of CASS.
- b) The committee hereinafter constituted shall have the right:
 - 1) To approve or reject application for membership.

2) For good and sufficient reason to terminate the membership of any member; provided that the member concerned shall have the right to be heard by the committee before final decision is made.

c) Every member shall subscribe to CASS such annual sum (if any) for the next financial year as shall be determined at the Annual General Meeting hereinafter mentioned and the words 'financial year' shall mean the period 1st September to 31st August.

5. Honorary Members

a) At the Annual General Meeting hereinafter mentioned CASS shall elect a Chairperson, a Secretary and a Treasurer hereinafter called The Honorary Officers being persons who are members of CASS.

b) The honorary Officers shall hold office until the conclusion of the next Annual General Meeting after their election but shall be eligible for re-election provided that no honorary officer shall hold office for more than three consecutive years. On the expiration of such period two further years must elapse before any former honorary officer shall be eligible for re-election.

c) The honorary officers shall be ex-officio members of the committee hereinafter constituted.

6. Committee

a) Save as otherwise herein provided the policy and general management of the affairs of CASS shall be directed by the committee hereinafter constituted.

b) The committee shall consist of the honorary officers and not less than two or more than eight members of CASS elected by the Annual General Meeting hereinafter mentioned.

c) In addition to the honorary officers and the members so elected, the Committee may co-opt to serve on the committee in an advisory capacity other interested individuals or representatives of statutory or voluntary agencies active in the locality or of such other organisations as the Committee may determine, provided that no such co-opted member shall be entitled to vote.

d) The members of the committee shall hold office until the conclusion of the Annual General Meeting next after their election or co-option, as the case may be, but shall be eligible for re-election or re-co-option.

e) The committee shall meet not less than six times per year.

f) Four members of the committee (or one third the committee members for the time being – whichever is greater) shall constitute a quorum.

g) Minute books shall be kept by the committee, and the secretary shall enter therein a record of all the proceedings and resolutions of the committee.

7. General Meetings

1. The first general meeting of CASS shall be held not later than the 2nd October 1991 and once in each year thereafter an Annual General Meeting of CASS shall be held at such time (not being more than fifteen months after the holding of the preceding Annual General Meeting) and place as the committee shall determine. At such Annual General Meeting the business shall include:

a) The receipt of the Annual Report and the accounts for the preceding year from the committee.

b) The appointment of an auditor or auditors.

c) The election of the honorary officers and the members (other than co-opted members) to serve on the committee.

d) The determination of the annual membership subscription payable under 4c hereof.

e) The transaction of such other matters as may from time to time be necessary.

2a) The Committee may at any time, and the secretary shall within twenty-one days of receiving a written request to do so, signed by not less than one quarter of the members for the time being of CASS (or such other member of CASS the General Meeting may from time to time determine) and giving reasons for the request, call a Special General Meeting of CASS.

b) Notification of a General Meeting shall be given in writing by the secretary to all members not less than twenty-eight days prior to the meeting.

3a) The quorum for a General Meeting shall be one third of the total membership for the time being of the group or such other number of the group in the General Meeting shall from time to time determine.

b) Save as otherwise herein provided all questions arising at a General Meeting shall be decided by a simple majority of those present and voting thereat. A member of CASS shall be entitled to appoint a proxy, who shall be a member of CASS, to attend any General Meeting that he is unable to attend and to exercise the vote of the member in whose stead he is attending in addition to his own vote. Provided that no such entitlement shall apply in respect of clauses 9 and

10 hereof, save as aforesaid, no person shall exercise more than one vote but in case of an equality of votes the Chair, or in their absence, the member elected to chair the meeting shall have second or casting vote.

8. Finance

a) The Treasurer shall keep proper accounts of CASS and shall prepare accounts for the last financial year for submission to the members at the Annual General Meeting and the words 'financial year' shall mean 1st September to 31st August.

b) The accounts shall be audited at least once a year by the auditor or auditors appointed by the Annual General Meeting.

c) The funds of CASS shall applied in furtherance of its objects and no payment shall be made to any member except for the services actually rendered as the Committee, except reasonable and proper out of pocket expenses.

d) The bank account shall be opened in the name of CASS with Midland Bank plc, or such other bank as the Committee may from time to time determine. The Committee shall authorise in writing the Secretary, the Treasurer and two other members of the Committee (not being co-opted members) to sign cheques on behalf of CASS. All cheques must be signed by not less than two of the four authorised signatories, at least one of whom shall be a committee member.

9. Alteration to the Constitution

No alteration or addition to this constitution shall be made except at a General Meeting of CASS called for such purpose. No alteration or addition shall be to clause 2 this clause 9 and clause 10 and no alteration shall be made which would cause CASS to cease to be a charity in law. Alterations or additions to the constitution shall receive the assent of not less than two thirds of the members present and voting at a General Meeting.

10. Dissolution

CASS may be dissolved by a resolution passed by a two thirds majority of those present and voting at a Special General Meeting convened for the purpose of which twenty-one days notice shall be given (to the members). Such a resolution may give instructions for the disposal of any assets held by or in the name of CASS but provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among members of CASS but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of CASS as CASS may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.