20. Change of Constitution
   This constitution may be altered only if:-
   (a) Two thirds of the members present at a General Meeting vote in favour of changing it, and
   (b) the alteration is approved by the Pre-school Playgroups Association which has a legal duty to consult the Charity Commissioners before any alteration may be made to this clause or clauses 2 or 19.

This constitution was approved by the members of the Committee

\[\text{NEWSTEAD ROAD} \text{ Playgroup at a General Meeting} \]

held on \[\text{11 November 94}\]

Signed \[\text{[Signature]}\] (Chair)

\[\text{[Signature]}\] (Secretary)

PRE-SCHOOL PLAYGROUPS ASSOCIATION
61-63 Kings Cross Road, London WC1X 9LL

PPA PLAYGROUP CONSTITUTION
1991

1. Name
   The name of the Playgroup shall be hereinafter referred to as "the Playgroup" and the Playgroup is a body associated with the Pre-school Playgroups Association.

2. Aim
   The Aim of the Playgroup is to enhance the development and education of children under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:
   (a) offering appropriate play facilities and training courses, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children, regardless of race, culture, religion or means
   (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas
   (c) instigating and adhering to and furthering the aim of the Pre-school Playgroups Association.

3. Powers
   For the furtherance of this aim the Playgroup may
   (a) provide accommodation and equipment and engage staff
   (b) raise money to pay for the Playgroup's activities
   (c) make such payments as shall be necessary
   (d) fix and collect the fees payable in respect of children attending groups run by the Playgroup
   (e) control the admission of children to the groups run by the Playgroup and, if appropriate, require parents or guardians to withdraw them
   (f) as a member of the Pre-school Playgroups Association send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Playgroups Association
   (g) take such other action as may benefit the Playgroup.
4. Membership
Membership shall be of two kinds:-
(a) Family Members
Parents or guardians of all children who attend any group run by the
Playgroup, each family to have one vote and count as one member.
(b) Other Members
Other interested individuals, persons or other bodies, excluding paid
employees, approved by the Committee shall be entitled to become
members of the Playgroup but such persons shall not be entitled to
become members until the Playgroup shall have received the appropriate
subscription set by the Committee.

5. General Meetings
An Annual General Meeting shall be held in the term each year at which the Annual Report and Audited Accounts for the preceding
year shall be presented and agreed.

6. A Special General Meeting may be called at any time at the request of the committee or not less than one quarter of the members (for the avoidance of
doubt for this purpose each family counts as one member).

7. (a) The Secretary or Chair shall send a note of the date, time and place of each
Annual General Meeting and any Special General Meeting, with a list of
items to be discussed, to all members at least two weeks before the date of the
meeting
(b) If the Chair or Secretary do not call a Special General Meeting within two
months of a proper request to do so, any member may call that meeting by
putting up a notice in a conspicuous place where the group meets at least
two weeks before the meeting.

8. The quorum for a General Meeting shall be 30% of the members or 5 members,
whichever is the greater. For this purpose the membership of the group is
counted as the number of different families attending in the three weeks prior to
the General Meeting. If fewer attend, a new meeting must be called.

9. Committee
The Committee shall meet at least three times a year and is responsible for
ensuring that the Playgroup complies with its aims and is properly managed.

10. The Committee shall consist of:-
(a) 3 Officers (Chair, Secretary and Treasurer) and
(b) Not less than 2 nor more than 9 elected members and
(c) If the Committee so decides, not more than 3 members co-opted by the
committee.

11. At least 60 per cent of the Committee members, including co-opted members,
shall at the time of election or co-option be parents or guardians of children in
groups run by the Playgroup. In the event that this 60 per cent figure cannot be
achieved, the Playgroup may elect other members who are not such parents or
guardians to the Committee subject to each of those other members being
approved by the local Branch Committee.

12. (a) The Officers and Committee members in 10(a) and 10(b) shall be elected for
one year at the Annual General Meeting. Retiring Officers and Committee
members are eligible for re-election unless they have already served on
the Committee in any capacity for four consecutive years.
(b) Co-opted members in 10(c) may join at any time on the invitation of the
Committee but shall retire at the next Annual General Meeting. No
co-opted member shall serve for more than four consecutive years.
(c) In the event of the death or resignation of an elected member, the vacancy
shall be filled until the next Annual General Meeting by a member
appointed by the Committee.

13. Officers, elected members and co-opted members each have one vote. In the
event of a tie the Chair has a second or casting vote. A quorum shall be not less
than half the Committee, including 2 of the Officers.

14. Paid employees are employed by the Committee and therefore cannot be Committee members or vote at Committee Meetings. They, or their representa-
tive, can be invited to attend any or all meetings in an advisory capacity and
should normally be so invited, but need not attend the whole of the meeting.
Paid employees, if members of the Playgroup, shall be entitled to attend and vote
at all General Meetings of the Playgroup.

15. Finance
The Treasurer shall keep proper accounts of the finances of the Playgroup. At
each meeting the Treasurer and/or deputy shall present a written statement of
the accounts to the Committee. Acceptance of these accounts by the Committee
shall be recorded in the minutes.

16. All cheques shall be signed by two Officers, one of whom shall normally be the
Treasurer: duplicate bank statements shall be sent to the Chair.

17. At the end of the financial year the Treasurer shall prepare accounts which, after
audit by an independent auditor appointed by the Committee, shall be presented
to the Annual General Meeting.

18. The funds of the Playgroup shall be used only for the purposes of the Playgroup
and no payment shall be made to any member except
(a) if that member is employed by the Playgroup and then only as proper
remuneration in respect of that employment
(b) as repayment of expenses properly incurred on behalf of the Playgroup
(c) as interest at a reasonable rate on money lent to the Playgroup.

19. Dissolution
If members decide to terminate the existence of the Playgroup any funds or
equipment remaining after all debts have been paid shall be handed to the
Pre-school Playgroups Association or any similar charity concerned with the
education of pre-school children in the area of the Playgroup. If there is no Annual
General Meeting for two successive years, and if no member of the Committee
makes the necessary arrangements, any other member may do so.