

2 DA STAGE PERFORMING ARTS & CHILDCARE CLUB

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Company Number: 07800698 Ofsted Number: EY441090



2 DA STAGE CONSTITUTION & RULES

1. Name

The name of the agency is 2 Da Stage Performing Arts & Childcare Club. The after school club and holiday playscheme is based at Ark Academy Primary School, Forty Avenue, Wembley, HA9 9JR

2. Aims and Objectives

The aims and objectives of 2 Da Stage Performing Arts & Childcare Club:

- To successfully manage 2 Da Stage Performing Arts & Childcare Club
- To provide a good quality service
- To provide the necessary facilities, to ensure safe and stimulating play opportunities
- To provide high standards of childcare for working or studying parents/carers out of School hours
- To provide all its services in a way that is fair to everyone.

3. Membership

A. To ensure all present and future members receive fair and equal treatment membership will be open to all parents and guardians on the attendance register of the club and to other persons who are interested in further the work of the agency.

B. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that St Mary's After School Club/ Holiday Playscheme has adopted.

C. The committee hereinafter constituted shall have the right:

1. To approve or reject applicants for membership
2. For a good and sufficient reason to the membership of any member, provided that the member concerned will have the right to be heard before the committee before the final decision is made.

D. Every member should subscribe to the group such annual sum (If any) for the next financial year as shall be determined at the Annual General Meeting hereinafter mentioned and words " Financial year" shall mean the period from 1st April to 31st March inclusive.

Members will be enrolled in one of the following categories:

- Full Member
- Associates member
- Junior member
- Life member

4. Officers of the Club

A. At the Election Meeting the group shall elect one of the positions listed below. Officers of the club will be:

- Chairperson
- Vice chairperson
- Treasurer
- Secretary
- Publicity/ fundraising officer
- Performing Arts coordinator

B All officers shall hold office until the conclusion of the next election. Officers will be elected every (term/two terms/ six mouths/ annually) at the (every term/two terms/ six mouths/ annually) Election Meeting.

C All officers will retire after the time within the post has expired but will be eligible for re-appointment.

5. Powers

In the furtherance of such aims, the project (through Management Committee) may:

- a. Appoint and dismiss such employees as appropriate in relation to employment, no member from the committee shall be appointed to any salaried office of the group or to any office of the group paid by fees, other remuneration or benefit in money or monies work except reimbursement of out of pocket expenses.
- b. Raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription and otherwise, provide that the project shall not undertake permanent trading activities in raising funds for the said objects except by means of a company established for the purpose.
- c. Subject to the powers of the general meeting of the project, the management committee shall have responsibility for the policy and general management of the project.
- d. Delegate their responsibilities and duties to a sub committee appointed by and responsible to the management committee.

6. Management Committee

A. The Management of 2 Da Stage Performing Arts & Childcare Club shall be in the hands of a Management committee (The Management Committee) consisting of a Chairperson, Secretary and Treasurer (the Office Bearers) and two Ordinary members.

- B.** All committee members and office bearers shall be elected at the Annual General Meeting and shall serve for one year. No limit is placed on the length of time a member may serve to ensure the continuity of the club and the services it offers.
- C.** The Management Committee shall have powers to fill casual vacancies by co-option.
- D.** In addition to the office bearers and ordinary members, the Management Committee may invite to serve on the Management Committee, in an advisory capacity, other interested individuals or representative of statutory or voluntary organisations as the Management Committee may determine, provided that such advisory members shall not be entitled to vote.
- E.** A member of the Management Committee shall be deemed to have resigned if they are absent from three consecutive meetings without acceptable cause.
- F.** The Management Committee shall meet at least four times each year.
- G.** The Management Committee shall keep a minute file in which shall be entered the proceedings of all Annual General Meetings, Emergency General Meetings and Management Committee Meetings.
- H.** Four members of the Management Committee (of which two must be office bearers) shall constitute a quorum.

6. Rules of procedure for all meetings

A. Voting

Except in relation to questions of dissolution or alterations to the constitution, all questions arising at any meeting shall be decided by a simple majority vote, each member being entitled to one vote, with the exception of the chairperson who shall have no vote. In the event of equality of votes, the chairperson shall have a casting vote. No member shall be permitted to appoint a proxy.

B. Quorum

Two thirds of the committee shall constitute a quorum at any committee meeting.

C. Minutes

The minutes of meetings of the Management Committee and any sub committees shall contain a record of all proceedings, resolutions and decisions.

D. Matter of Order

It shall be the responsibility of the Chairperson to preside at meetings, deciding questions of order, duration of meetings and length of discussion at any one item. Should the chairperson be absent from any meeting, the Secretary shall preside. Should neither be present, the committee shall, before any business is transacted elect a Committee Member so elected to rule with all the authority of the Chairperson.

E. Challenges to the Chair

Any member, on disagreement with the Chairperson's ruling, may challenge such a ruling by asking for a vote. On such a vote being carried, the Chairperson

must amend the ruling to represent the feeling of the majority. If a member wishes to challenge the chairperson's overall competence, such a member will formally move a 'vote of no confidence in the chair'. If such a vote is seconded, the Chairperson shall immediately vacate the chair, and the vote will be taken without discussion, the Chairperson will resume the chair if the motion is defeated.

F. Standing Orders

The Committee shall have the power to issue and adopt such Standing Orders and or rules for the use of the project. Such standing orders shall come into force immediately provide they are not inconsistent with the provisions of this constitution.

7.

Annual General Meetings

- A.** The Annual General Meeting shall be held within eight weeks of the commencement of the 1st term of the school year.
- B.** Not less than 21 days notice shall be given to all members of the time and place of the Annual General Meeting.
- C.** Notice of resolutions for discussion at the Annual General Meeting shall be given, in writing, duly proposed and seconded, to the secretary at least fourteen days before the date of the Annual General Meeting.

8.

Finance

- A.** Financial year to commence 1 April each year. All monies raised for and on behalf of the project shall be applied to further the objects of the group and no other purpose.
- B.** The Treasurer, assisted by the project staff, shall keep proper accounts of the finances of the group and shall pay all monies not immediately required into an account in the name of the group in such a bank account as shall be determined by the committee. The account shall be operable by the signature of the Treasurer and two other named members of the committee.
- C.** The accounts shall be audited at least once a year by an audit or auditors. An interim statement of accounts shall be submitted at the Annual general Meeting.
- D.** No member of the committee shall receive from the group any remuneration in money or money's work, apart from reasonable out of pocket expense.

9.

Dissolution

If the committee decides at any time that, on the grounds of expense or otherwise, it is necessary or advisable to dissolve the project, it shall call a meeting of the members of the group at not less than 21 days notice (stating the terms of the resolution to be proposed there at), such notice to be posted at conspicuous places in the community and advertised in a newspaper circulating in the neighbourhood.

If such a decision shall be confirmed by the majority of those present and voting at such a meeting, the committee shall have the power to dispose of any assets held by or in the name of the group.

Any assets remaining after the satisfaction of any proper debt and liabilities shall be applied towards such purposes which the law regards as charitable for the benefit of the inhabitants of Brent and environs.

10. Amendments of the constitution

Any proposal to alter the constitution must be approved by the majority of the committee or be supported, in writing by not less than six of the members of the group, and in the latter case delivered to the Secretary of the committee not less than 21 days before the date at which it is first to be considered. Any resolution to alter this constitution shall not be effective unless notice of the meeting at which it is proposed shall have been given the terms of Clause Nine and it has been passed by a three-fourths majority of those present and entitled to vote at such meetings.

11. Declaration

2 Da Stage Performing Arts & Childcare Club here by adopts and accepts this constitution as a current operation guide regulating the actions of member.

Name: Tyron Devonish Date: 8th September 2014

Acting Chairperson Sign: 

Name: Shereene Williams Date: 8th September 2014

Acting Secretary/Treasurer Sign: 