

CANTERBURY COMMUNITY CHILD CARE CENTRE INC.**CONSTITUTION****1. NAME:**

The name of the Organisation shall be:

CANTERBURY COMMUNITY CHILD CARE CENTRE INCORPORATED.

2. OBJECTS:

- (a) To operate and manage a community-based non profit Pre-School Centre to provide a program of experiences which will promote the total development and well-being of the young child.
- (b) To undertake additional fund raising activities for the purpose of providing funds for additions and/or replacement of equipment and payment of additional salaries as required.
- (c) To encourage parent and community involvement as an essential part of the operation of the Pre-School Centre so that, through frequent and active participation, both family and community will work together to achieve the basic aims of the Centre.

3. ENROLMENTS:

- (a) On accepting a position for their child, parents must pay a deposit which will be carried over to the starting year as levy money.
- (b) Deposit will be refunded if you notify the Centre of your cancellation by the first day of term.
- (c) Levy will only be refunded when your child leaves the Centre.

4. EMPLOYEES:

- (a) The Centre must employ:
 - Teacher/Director
 - Teacher
 - 1 permanent trained helper
 - 1 untrained permanent part-time helper
- (b) Options if required:
 - Contract cleaner
 - Auditor
 - Wages Clerk
 - Part-time untrained helper

5. MEMBERSHIP:

- (a) To consist of parents of all children currently enrolled or attending the Centre together with such other members of the community (but not exceeding 10% of the number of Parent Members) as the Association may from time to time elect.
- (b) A register of members shall be kept showing in respect of each member his/her name, address and the date of commencement of membership.
- (c) A nominal annual subscription fee to be determined for parents and elected community representatives.

6. MANAGEMENT:

The management of the Organisation shall be vested in a Management Committee consisting of the office-bearers, other members, and the non-voting Director. No member of the Management Committee shall be appointed to any salaried office of the Organisation or any office of the Organisation paid by fees and no remuneration or other benefit in money or moneys worth shall be given by the Organisation to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by Bankers in Sydney for money lent to the Organisation and reasonable and proper rent for premises let to the Organisation.

7. OFFICE BEARERS:

The office-bearers shall consist of a President, Vice-President, Secretary, Treasurer. The office-bearers and the other members of the Management Committee shall be elected annually at the Annual General Meeting.

All office-bearers and committee members must be financial prior to accepting position. Any casual vacancy occurring among the committee may be filled by a member appointed by the committee and the person so appointed to fill such vacancy shall hold office for the unexpired term of the member so replaced. The appointment of such a person shall be ratified at the next General Meeting.

8. PROCEEDINGS OF THE MANAGEMENT COMMITTEE:

- (a) The Management Committee may meet together for the dispatch of business, adjourn and otherwise appoint and regulate its meetings as it thinks fit. The President may at any time, and the Secretary on the requisition of any two members of the Committee, summon a meeting of the Committee.
- (b) Questions arising at any meeting of the Committee shall be decided by a majority of votes of those present and a determination by a majority of the members of the Committee present shall for all purposes be a determination of the Committee. In case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- (c) When a vacancy occurs within the Management Committee the existing members have the right to elect a replacement.
- (d) Management Committee be required to report back to General Meetings of parents at least once a term.

9. SUB COMMITTEES:

The Association may set up sub-committees to carry out specific functions on its behalf and such sub-committees shall report their operations to meetings of the Organisation.

10. VACATION OF OFFICE:

The office of a member of the Management Committee or of a trustee shall become vacant:

- (a) Upon his decease
- (b) If he becomes bankrupt or makes any arrangement or composition with his creditors generally
- (c) If he becomes mentally ill
- (d) If he resigns his office by notice in writing to the Organisation
- (e) If he is absent for more than 3 meetings
- (f) If he ceases to be a member of the Organisation
- (g) Upon a resolution being passed by a two-thirds majority of members present at a properly constituted general meeting specially called for the purpose; to remove him from office

- (h) If he holds any office of profit under the Organisation

11. FINANCIAL YEAR:

The financial year shall conclude on 31 December.

12. ANNUAL GENERAL MEETING:

The Annual General Meeting of members shall be held within 4 weeks of commencement of Term 1 when the Annual Report and Audited Financial statement shall be presented.

13. SPECIAL GENERAL MEETING:

Any two members of the Management Committee may at any time convene a Special General Meeting of the Organisation. Notification in writing shall be given 2 weeks prior to the meeting.

14. QUORUM:

At meetings of members a quorum shall consist of 15 members and at a Management Committee meeting shall consist of 5 members. Should a quorum not be present within half an hour of the time set down for a meeting to commence, then the meeting shall be adjourned to the same time and place seven days later.

15. PROCEEDINGS AT GENERAL MEETINGS:

- (a) The President shall preside as Chairman at every general meeting of the Organisation but, if he is not present within fifteen minutes after the time appointed for the holding of the meeting, the members present shall elect one of their number to be chairman of the meeting.
- (b) At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands or after an interval or adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.
- (c) In the case of an equality of votes the Chairman of the meeting shall be entitled to a casting vote.
- (d) Only financial members present may vote at a general meeting of the Organisation.

16. NOTICE OF MEETINGS:

The Secretary shall give at least seven days notice in writing of all general meetings to the members of the Organisation specifying the place, the day and the hour of meeting and the general nature of the business to be dealt with at the meeting.

17. FUNDS:

- (a) Fundraising money to be kept in a separate account from general working account.
- (b) All moneys received by the Organisation shall be deposited intact at the earliest possible date to the credit of the Organisation's Bank Account. Receipts for the moneys received shall also be issued promptly.
- (c) All payments made by the Organisation shall be paid by cheque signed by any two of the President, Treasurer or Director.

18. AUTHORISATION OF ACCOUNTS:

All accounts shall be presented to and passed for payment at a Management Committee Meeting and full details of all such approvals shall be entered in the Minute Book.

19. AUDIT:

- (a) The Auditor or Auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books, etc., and furnish a report thereon to the members at the Annual Meeting. Audits shall be conducted at regular intervals of not more than twelve months.
- (b) An Auditor shall not be a member or closely related to a member of the Management Committee.
- (c) Subject to paragraph (d) hereof notice of the intention to nominate an Auditor to replace the current Auditor shall be given to the Secretary at least twenty-one (21) days before the Annual General Meeting. The Secretary shall send a copy of the nomination to the current Auditor at least seven (7) days before the Annual General Meeting. The current Auditor shall be entitled to attend the Annual General Meeting.
- (d) Where the current Auditor submits his resignation in writing or notifies the Secretary of his intention not to seek re-election as Auditor, paragraph (c) hereof shall not apply.

20. MINUTES:

The Management Committee shall cause minutes to be made:

- (a) of all appointments of office-bearers and members of the Committee;
- (b) of the names of members of the Committee present at all meetings of the Organisation and of the Committee;
- (c) of all proceedings at all meetings of the organisation and of the Committee.

Such minutes shall be signed by the Chairman of the meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

21. DISSOLUTION:

- (a) The Organisation shall be dissolved in the event of membership less than 10 persons or upon the vote of a three-fourths majority of members present at a Special General Meeting convened to consider such question.
- (b) Upon dissolution, notification be made in writing to the Department of Youth and Community Services.
- (c) Any remaining assets and funds of the organisation on hand shall after payment of all expenses and liabilities be handed over to such registered or exempted charities as a simple majority of the members at the Special General Meeting may decide.

22. AMENDMENT OF RULES:

These rules may be amended by a resolution passed by a two-thirds majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a Special General Meeting convened for such purpose. Provided that the Minister of the Crown for the time being administering the Charitable Collections Act, 1934, as amended, shall be notified of the amendment and such amendment shall not be effective unless the Minister has signified his approval to such amendment being made.

23. NOTICES:

A notice may be given to any member either personally or by sending it by post to him at his address registered with the Organisation or if he has no registered address to the place of abode of the member last known to the Management Committee. Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter or an envelope containing the notice and to have been effected, in the case of the notice of a meeting, on the day after the date of its posting and in any other case the time at which the letter would be delivered in the ordinary course of post.

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