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Milton Keynes Play Association

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Constitution

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MILTON KEYNES PLAY ASSOCIATION CONSTITUTION

1. NAME

The name of the Association is Milton Keynes Play Association (hereinafter called "the Association").

2. ADMINISTRATION

The Association shall be administered in conformity with the provision of this Constitution by the Committee hereinafter constituted as the charity trustees thereof.

3. OBJECTS AND POWERS

- a) The object of the Association is, through play, to help and educate children and young persons resident in the borough of Milton Keynes and the surrounding areas through the provision of facilities for recreation and other leisure-time occupation so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.
- b) In furtherance of the said objects but not further or otherwise the Association may;
 - 1) Employ or pay any person or persons not being a member of the Executive Committee, supervise, organise and carry on the work of the Association and make all reasonable and necessary provision for the payment of pensions and superannuation to or on behalf of employees and their widows and other dependants.
 - 2) Bring together in conference representatives of voluntary organisations, government departments, statutory authorities and individuals.
 - 3) Promote and carry out or assist in promoting and carrying out of research, surveys and investigations and publish the useful results thereof.
 - 4) Arrange and provide for or join in arranging and providing for the holding of competitions, exhibitions, meetings, lectures, classes, seminars and training courses.
 - 5) Collect and disseminate information on all matters affecting the said objects and exchange such information with other bodies having similar objects, whether in this country or overseas.

- 6) Undertake, execute, manage or assist any charitable trusts, which may lawfully be undertaken, executed, managed, or assisted by the Association.
- 7) Procure to write and print, publish, issue and circulate gratuitously or otherwise such papers, books, periodicals, pamphlets or other documents or films or recorded tapes as shall further the said objects.
- 8) Purchase, take on lease or in exchange, hire or otherwise acquire any property and any rights and privileges necessary for the promotion of the said objects and construct, maintain and alter any buildings, or erections necessary for the work of the Association.
- 9) Make regulations for any property, which may be so acquired.
- 10) Sell, let, mortgage, dispose of, or turn to account, all or any of the property or assets of the Association.
- 11) Accept gifts and borrow or raise money for the said objects on such terms and on such security, as shall be thought fit.
- 12) Procure contributions to the Association by personal or written appeals, public meetings or otherwise.
- 13) Invest the monies of the Association not immediately required for the said objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) as may for the time being be imposed or required by law.
- 14) Do all such other lawful things as are necessary for the attainment of the said objects.

4. REGISTRATION

The Association shall apply for registration under the Charities Act 1960 and any constitutional amendments shall be approved by and registered with the Charity Commissioners.

5. MEMBERSHIP

- 1) Membership of the Association shall be open to all groups and individuals interested in the furtherance of the objects of the Association.
- 2) A member of the Association shall be any person or organisation:
 - a) Whose name is entered into the Register of Members; and

- b) Who has paid such entry fee and such subscription as the General Meeting shall from time to time determine
 - c) Who sympathises with the objects of the Association.
- 3) Member groups by their nominated representatives (not exceeding two per group) and Individual members will be entitled to participate in the business of the Association by attending General Meetings and by voting thereat.

6. GENERAL MEETING

- 1) There shall be an Annual General meeting of the Association. The Annual General Meeting shall be held not less than ten months or more than fourteen months after the last General Meeting.
- 2) The functions of the Annual General Meeting shall be:
 - a. To receive an annual report from the Executive Committee on the Association's work and activities during the previous year.
 - b. To receive an audited statement of the accounts for the Association's financial year from the Treasurer.
 - c. To elect the Officers and Executive Committee Members of the Play Association.
 - d. To appoint Auditors for the ensuing financial year.
 - e. To fix the annual subscription, if any, and the entry fee, if any, for the ensuing year.
 - f. To transact any other business of the Association included in the notice convening the meeting.
- 3) There shall be a Special General Meeting of the Association to conduct any business of the Association specified in the notice convening such a meeting, if requested by at least one-fifth of the members of the Association in writing to the Secretary. The Executive Committee shall have the power to call a Special General Meeting.
- 4) The quorum for all General Meetings of the Association shall be one-quarter of the registered members entitled to attend or twenty, whichever is the less.
- 5) At least twenty-one day's notice of all General Meetings shall be given by the Secretary to every member of the Association. Notice by second-class post to the address of each member as entered in the Register of Members shall be deemed to be adequate notice.

- 6) The Chairman of any General Meeting shall be the Chairman of the Association or any member of the Association temporarily elected in the Chairman's absence. Decisions other than changes to this Constitution shall be made by a simple majority of those present and entitled to vote and the Chairman shall have a second casting vote.

7. EXECUTIVE COMMITTEE

- 1) The Officers of the Association shall be elected annually and are defined as Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman of the Association shall also be the Chairman of the Executive Committee.
- 2) The Management of the Association shall be vested in an Executive Committee, which shall consist of:
 - a. Chairman, Vice-Chairman, Secretary, Treasurer.
 - b. Not less than 5 elected members.
 - c. The appointed Representative (if the post is filled).
- 3) The Milton Keynes Borough Council ("The Council") will have the right from year to year to appoint a Councillor as it's appointed Representative. If at any time the person who is the appointed Representative resigns or is unwilling to act or is removed by the Council as the appointed Representative the Council may appoint another Councillor to act as the appointed Representative in his or her place. Any appointment of a Councillor to act as the appointed Representative shall be notified in writing to the Secretary. The appointed representative will in common with the members of the Executive Committee have one vote.
- 4) The Officers and members will be elected for a period of one year but will be eligible for re-election.
- 5) The Executive shall meet as and when required but not less than three times a year.
- 6) The quorum for meetings of the Executive Committee shall be four.
- 7) Notice of the Executive Council meetings shall be given by the Secretary to every member of the Executive Committee at least seven days before the Executive Committee Meeting.
- 8) The Secretary shall keep the Register of Members and shall keep the minutes of all meetings of the Executive Committee and of general meetings of the Association.
- 9) The Executive Committee shall have full power to conduct the business of the Association and to exercise on behalf of the

Association for the purpose of its objects all powers of the Association not specifically required by this Constitution or otherwise to be exercised by the Association in general meetings. In particular the Executive Committee shall have the power from time to time to engage, removed or discharge employees and fix their duties, remunerations and other terms and conditions of employment.

- 10) The Executive Committee may delegate any of its powers to sub-committees of at least one Executive Committee member and such other persons as it thinks fit. All sub-committees shall report their decisions and activities back to the Executive Committee as soon as possible.
- 11) In the event of the resignation of one of the Officers of the Association the Executive Committee shall have the power to fill the vacancy from one of its own number.
- 12) The Executive Committee shall have the power to fill vacancies on the Committee arising between Annual General Meetings from among the membership and to co-opt any other persons in an advisory capacity.

8. FINANCE

- 1) All monies received shall be devoted to the objects of the Association and shall be paid into a bank account or accounts in the name of Milton Keynes Play Association at a bank approved of by the Executive Committee.
- 2) No representative of the Association shall receive payment either directly or indirectly for service to the Association other than reasonable out of pocket expenses incurred in the works of the Association.
- 3) All decisions regarding the making of financial grants to member groups in order to further the objects of the Association shall be taken by the Executive Committee. These decisions to include:
 - a) Distribution of general funds, which may from time to time become available to the Association.
 - b) Vetting and making recommendations on applications from member groups to grant aiding bodies and subsequent supervision of expenditure.
- 4) The financial year of the Association shall end on 31st March each year.
- 5) At the end of the financial year, accounts shall be prepared and audited and submitted to members not less than fourteen days before the date of the Annual General Meeting.

- 6) The Treasurer will be responsible for keeping proper accounts and for all monies received or payable by the Association. All cheques drawn against the Association's account shall be signed by the Treasurer and one other Officer, namely the Chairman or Secretary.

9. AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended in any respect (other than Clause 3 (1) and this present Clause) by a resolution passed by a two-thirds majority of the members present and entitled to vote at any meeting of the Association provided that any proposal to alter the Constitution for the time being in force must be communicated to the Secretary in writing at least 28 days before the meeting at which the proposal is to be moved and that notice in writing of the said meeting, stating the terms of the Resolution to be proposed thereat, shall have been sent to all members of the Association not less than twenty-one days before the date of the meeting. No amendment shall be made which would cause the Association to cease to be a Charity at Law.

10. DISSOLUTION

The Association may at any time be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a meeting of the Association of which at least twenty-one clear days notice shall have been sent to all members of the Association specifying that this is the purpose of the meeting. Such Resolutions may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to or distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Association as the Association may, with the approval of the Charity Commissioners or other authority having charitable jurisdiction, determine.

11. THIS CONSTITUTION

was adopted as the Constitution of the Milton Keynes Play Association at a meeting attended by members on 4th November 2005.

Certified by

Chairman.....

Secretary.....

Treasurer.....

Updated May 2006