



## **Constitution of Cylch Meithrin Trelai & Caerau.**



1. The Charity registered group is known as Cylch Meithrin Trelai & Caerau. The Aims of Cylch Meithrin Trelai & Caerau, is to advance the education of mainly but not exclusively pre-school children in Cardiff through the medium of Welsh, support their needs and improve their wellbeing.



3. The Powers. Cylch Meithrin Trelai & Caerau as well as above:



**Hire or acquire premises and provide suitable equipment.**



**Interview and employ suitable staff in accordance to set standards.**



**Register all children and obtain agreed fees, for sessional care, weekly.**



**Remain charity registered and raise funds in accordance to rules specified.**



**Accept contributions on behalf of the group and use it to further the aims of the association, support and improve development, adhering to the laws set out by the relevant bodies. Accept children, adhering to CIW regulations, following the standards set out by them.**

**Subject to consent required by law, borrow money and charge all or part of the property of the Cylch Meithrin with repayment.**



### **5. Affiliation to National body.**

The association shall accept and follow the guidelines of the Mudiad Meithrin and present them to the parents/guardians; encouraging such parents/guardians, to send their children on to Welsh-medium education. Membership of the National Body is conditional upon the association accepting, signing and returning the affiliation agreement.



### **6. Membership.**

**Membership of the association shall be open to:**



**Parents or guardians of every child who attends Cylch Meithrin Trelai & Caerau**



**Parents or guardians of the children who have left Cylch Meithrin Trelai & Caerau, at the invitation of the Manager or Committee.**

## 7. Annual General Meeting.

- ❖ Cylch Meithrin Trelai & Caerau shall hold an annual general meeting in the month of July annually.
- ❖ The accounts and all reports or matters arising/on agenda shall be dealt with along with election or replacement of the new committee members. (if necessary).
- ❖ An emergency meeting can be called to deal with matters of emergency if the Committee request it. This will also apply to a vote by 50% of Cylch Meithrin Trelai & Caerau members.
- ❖ The Chair or Secretary will inform the members given at least two week's notice. In most incidences the meetings will be held at Cylch Meithrin Trelai & Caerau, after hours.
- ❖ If an Annual general meeting has not been held, in accordance with the above i.e. The duty officer has failed to announce the meeting, or the relevant committee member has left Cylch Meithrin Trelai & Caerau and no replacement has been appointment. Any other member can do so.

## 8. Voting.

- ❖ Voting shall be on the basis of one vote per family whose child/children attend Cylch Meithrin Trelai & Caerau.
- ❖ Members who are not parents of children currently attending Cylch Meithrin Trelai & Caerau, any such persons shall each have one vote.

## 9. The Committee

- ❖ The Committee for Cylch Meithrin Trelai & Caerau will be elected at the AGM in July.

The committee shall consist of the following:

One qualified member of staff.

Chairperson and Vice Chair.

Treasurer and Vice treasurer.

Secretary.

Fund Raising Officer and Vice.

As many as opted to become Parent members.

- ❖ 2 officers and 35% of the members (excepting officers) shall be required to form a quorum.
- ❖ The committee shall have the right to co-opt and to appoint any sub-committees and to specify the nature and extent of its works. Any such sub-

committee shall include people who are not members of the committee but will include at least one.

- ❖ The management and administration of the association shall be vested in the committee. All necessary right to ensure that the day to day activities of the association are carried out effectively are vested in the Chair person. The Chair person will report on the use of these powers at the next meeting.

## 10. Finance.

- ❖ The treasurer shall keep detailed up to date records of Cylch Meithrin Trelai & Caerau finances. All expenses along with the report will be presented at the meetings of the committee.
- ❖ A bank account will be held and a minimum of 2 signatures will be required for withdrawals, cheques or purchases.
- ❖ Re-imbursement will only be provided on the presentation of a receipt, for purchases as agreed by the Manager or Committee.
- ❖ The committee shall be registered and comply with the Charity Commissions rules with regards to the following:
  - 1.The keeping of accounting and records of Cylch Meithrin Trelai & Caerau.
  - 2.The preparation of annual statements of account for Cylch Meithrin Trelai & Caerau.
  - 3.The auditing or independent examination of statements of account of Cylch Meithrin Trelai & Caerau.
  4. The transmission of the statement of Cylch Meithrin Trelai & Caerau to the Charity Commission.
  - 5.The preparation of an annual report and its transmission to the Charity Commission.
  6. The preparation of an annual return and its transmission to the Charity Commission.

## 11. Dissolution

- ❖ If the Committee decide it is necessary to dissolve the association it shall call an emergency meeting, stating the terms of the resolution to be proposed. If the proposal is confirmed by a 2/3 majority of those present and voting, the committee shall have power to release any assets held by or on behalf of Cylch Meithrin Trelai & Caerau or sold for any debts owed by Cylch Meithrin Trelai & Caerau.
- ❖ It shall be necessary to send a copy of the final financial statements and accounts to the Charity Commission and Mudiad Meithrin.

## 12. Changing the Constitution

- ❖ This Constitution may be altered at an Annual or Special General Meeting of Cylch Meithrin Trelai & Caerau by a resolution passed at a quorate meeting by (two thirds of) the members present and voting. The resolutions alterations must be received by the secretary of Cylch Meithrin Trelai & Caerau at least 21 days before the Annual General Meeting, with a full explanation of proposals for alteration.
- ❖ No alterations shall be made which would have an effect causing Cylch Meithrin Trelai & Caerau to cease to be a Charity or to go against the Aims of Cylch Meithrin Trelai & Caerau.
- ❖ All relevant bodies, Mudiad Meithrin, CIW, Parents and Committee will be informed of any such changes.

**THIS CONSITUTION WAS RECEIVED AND APPROVED BY THE MEMBERS OF**

**Cylch Meithrin Trelai on 12<sup>th</sup> July 17.**

**Signed..... (Secretary)**

**Witnessed.....(Leader)**

**Approved**



**(Manager)**