

# Constitution:

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## Little Sharks Carers and Children's Group (AKA: Little Sharks)

1. The group is called Little Sharks, it is a group for carers and their children.
2. The group exists to provide a friendly meeting place for people looking after young children and interesting activities for the children. Specifically we aim:
  - a. to provide facilities for recreation and education for children aged 0-4 years and their carers in the interests of social welfare and with the object of improving the conditions of life for those attending.
  - b. to advance the education of children below compulsory school age by providing educational and other charitable facilities not normally provided by the statutory body.
  - c. to provide a stimulating group that helps children with their social development and provides new experiences beyond the immediate family situation.
3. The group meets every Monday (excluding Bank Holidays) between 9.30am and 11.30am at the All Saint's Church House, New High Street, Headington.
4. Membership of the group is open to everyone caring for children under school age and all children.
  - a. Children of school age are welcome to attend but activities for older children are not provided. Adults must be accompanied by a child.
  - b. All attendees are deemed to have joined the group by paying their attendance charge. Payment of a single attendance charge confers membership for twelve months.
5. The group is non-profit but an attendance charge is made for each carer and their children.
6. The group will hold appropriate employer's liability and 3<sup>rd</sup> party insurance. The group will maintain membership of appropriate professional bodies.
7. The group is run by a Committee.
  - a. The Committee is made up of a Chair, Treasurer and Secretary. Other members are welcome and encouraged to attend committee meetings.
    - i. The Chair organises the session, welcomes new members, publicises the group, applies for grants, and organises committee meetings and the Annual General Meeting. The Chair also organises the insurance and pays the rent.
    - ii. The Treasurer collects the fees and is responsible for keeping up to date financial records.
    - iii. The Secretary will take minutes at committee meetings and at the Annual General Meeting, and will write any letters necessary.
  - b. Committee meetings will be held 3 times a year, and there will be an Annual General Meeting once a year.
  - c. A bank account in the name of Little Sharks will be held. The Committee will have access to this account.
  - d. Simple accounts will be produced at the end of each financial year (deemed to be March 31<sup>st</sup>). The accounts will be open to inspection by all members. The accounts will be audited if annual turnover exceeds the Charity Commission threshold.
  - e. Committee members will be elected at the Annual general Meeting.
  - f. The Committee will take responsibility for fund raising with the support of others using the group.
8. In the event of the group closing all money and toys will be held for a period of at least 12 months in case the group is able to reopens. After this time the toys and remaining funds will be offered to the landlord – Highfield Parish Hall Trust to be used charitably for the benefit of other groups in the Parish.

Howie Watkins (Chair)	Claudia Coch (Secretary)
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