



## Crich Millennium Toy Library

### Constitution

**1.) Name**

Crich Millennium Toy Library (hereinafter called the Toy Library).

**2.) Object**

The object of the Toy Library shall be for the public benefit and education of all local children by the provision of educational and stimulating toys and equipment and in furtherance of such object shall aim:

- i.) To assist the development from the earliest age of all local children whatever their circumstances through all forms of play activity.
- ii.) To lend them the best available toys.
- iii.) To provide them with the opportunity for community and professional involvement in a voluntary service for local children.

**3.) Membership**

- a.) Parents, guardians or carers of all children who use the Toy Library - each family to have one vote and count as one member. An application for Membership is through a membership form and ceases when the member has not used the Toy Library for 2 years.
- b.) Community Groups and Professionals who use the Toy Library on behalf of their members/clients each have one vote and count as one member. An application for Membership is through a membership form and is renewed annually by payment of an annual fee.
- c.) On request all members shall be supplied with a Constitution. Members of The Toy Library may attend and vote at General Meetings.
- d.) The Committee Meeting shall have the power to reject an application for membership.
- e.) The Committee Meeting shall have the power for good and sufficient reason to suspend or exclude members.

**4.) Fees**

- a.) A membership fee shall be determined from time to time by the Toy Library Committee.
- b.) The lending fee shall be determined from time to time by the Toy Library Committee.
- c.) The said fee shall be due each time a toy or toys are borrowed.

**5.) Patrons and President**

Patrons and President may be elected at any General Meeting.

**6.) Trustees**

There shall be a minimum of 4 Trustees of the Toy Library, all with equal responsibility and accountability. There will be a nominated role of Chairperson, who will chair the Committee meetings, but should no-one be nominated for this, the role



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will be shared on a rotating basis among the Trustees, as agreed at the 1<sup>st</sup> Committee meeting. All Trustees will be members of the Committee, and will be entitled to one vote at each Committee meeting. If a Trustee ceases to office the Committee shall have the power to elect a successor for the remaining period of office.

### 7.) *Committee - Constitution*

The Committee shall consist of:

- i.) The 4 Trustees of the Toy Library
- ii.) A maximum of 4 members or independent advisors, elected or co-opted by the Committee, who shall not be Trustees, but operate in an advisory/consultation role.
- iii.) The President and Patrons may *ex-officio* attend meetings of the Committee.

### 8.) *Committee - Election*

Trustees/Committee members shall be elected at the Annual General Meeting and be eligible for re election. Written nominations for the Trustees/Committee shall be required at least seven days before the Annual General Meeting. Provided that no such nominations are received nominations made at the Annual General Meeting for a vacancy shall be valid. Consent of all members so nominated will be required. Term of office for a Trustee/Committee Member shall be one year, with a maximum term of 3 years unless there are insufficient Trustees/Committee members.

### 9.) *Committee - Powers and Functions*

The Committee shall be the governing body of the Toy Library and shall control the management and the direction of the affairs of the Toy Library. The Committee shall meet not less than once each quarter of the year and the minutes of the proceedings thereof shall be taken. At least seven days' notice of each meeting shall be given. Meetings may be held in person or via a suitable conferencing medium.

In the case of an emergency the acting Chairperson may authorise the summoning of a meeting a shorter notice than seven days

A quorum of the Committee shall be 3 or 1/3 of committee members.

### 10.) *Annual General Meeting*

The Annual General Meeting of the Toy Library shall be held for the following purposes:

- a.) To receive and pass the approved accounts of the Toy Library for the financial year ending 31<sup>st</sup> July last.
- b.) To receive and pass the Trustees' report on the work of the Toy Library for the year ended 31<sup>st</sup> July last.
- c.) To elect members of the Committee in accordance with Section 8 above.



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- d.) To transact such other business as may be notified in the circulated agenda for the meeting.

All members of the Toy Library as defined in Section 3 shall be entitled to attend and vote.

Notice of the Annual General Meeting and the agenda thereof shall be sent out at least fourteen days before the date of the meeting. The Quorum for the Annual General Meeting shall be no less than 6 members of the Toy Library.

### ***Extraordinary General Meeting***

An Extraordinary General Meeting of the Toy Library may be summoned at any time by a Trustee of the Toy Library or no less than 6 members (or one-fifth of the Toy Library membership, whichever is the lesser number) who shall send a written request to the Chairperson of the Toy Library to convene such a meeting. The acting Chairperson of the Toy Library shall authorise holding the Extraordinary General Meeting within twenty-eight days of such a request. The business of the meeting shall be set out in the notice of the meeting and at least fourteen days' notice shall be given of the Extraordinary General Meeting. Where, however, in the judgement of the Trustees of the Toy Library an emergency has arisen demanding an immediate meeting, the notice shall be such as they in the circumstances, deem to be sufficient.

### ***Voting at Meetings***

Voting at meetings shall be by a show of hands of eligible people, but the Chairperson may, at his/her discretion, direct a ballot to be taken, and shall so direct if requested to do so by one-third of the members present. All votes shall be decided upon a simple majority unless otherwise specified in this constitution.

### ***Finances***

Proper books and records shall be kept by the Trustees showing:

- All monies received and expended by the Toy Library.
- All assets and liabilities of the Toy Library.

At least two Trustees shall be appointed as signatories by the Committee and shall sign all cheques, each cheque to be duly completed before being provided for payment.

The Trustees will prepare and agree finances received and incurred since the previous Committee meeting, at each Committee meeting,

At the end of the financial year the Trustees shall prepare accounts, which after approval by an independent person/body shall be presented to the Annual General Meeting.

The funds of the Toy Library shall only be used for the purposes of the Toy Library and no payment shall be made to any member except:

- As repayment of expenses properly incurred on behalf of the Toy Library.
- As interest at a reasonable rate on money lent to the Toy Library.
- As remuneration under a contract of employment and/or for the provision of a service or goods to the charity.



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### ***Alterations to the Constitution***

No alterations can be made to this Constitution without the same having been duly resolved by a majority of not less than three-quarters of members present at the Annual General Meeting of the Toy Library and in cases where it is desired to amend or add to the object of the Toy Library (Clause 2) or to alter the name of the Toy Library without subsequent final consent being obtained from the Charity Commission.

### ***Dissolution of the Toy Library***

If as instructed by a resolution of no less than three quarters of the members attending and voting at a General Meeting. The Committee shall arrange for the Toy Library to be dissolved and any remaining funds or equipment shall be transferred to another local organisation having similar objects or to the National Association of Toy and Leisure Libraries. If there is no Annual General Meeting for two successive years, and if no member of the committee makes the necessary arrangements, any other member may do so.