

CONSTITUTION OF: OUTSIDE IN KENDAL

1. Name

The name of the group shall be 'Outside In Kendal'

2. Aim

To provide an indoor play area in Kendal which is accessible to all families, individuals and groups who wish to use the facility

3. Objectives

The group will fulfil the aim by:

- * Involving local people in the project by way of consultation and inclusion on our committee and on a voluntary basis in the creation of and running of the facility
- * Creating an innovative, fun and exciting play area that is accessible to everyone regardless of age, ethnic origin, ability, sex, belief or political affiliation recognising the value of our many differences. This facility will be available to all parents, carers and their children regardless of financial circumstances.
- * Encouraging healthy early years activity, play based learning and education and integration within the community through the creation of an inclusive, welcoming, friendly space.
- * Creating an all weather facility which has reliable and regular opening times such that users can access the area according to their own schedule.
- * Providing a relaxing and supportive meeting place for parents and carers where they can relax whilst their children play in a safe environment.
- * Initially providing a basic cafe facility with the aim that this will grow to a more developed facility with a healthy eating basis which caters for allergies and intolerances. Welcoming parents, carers and families to bring their own food and provide a comfortable and fun area for them to eat alongside cafe customers.
- * Presenting and promoting information on a wide range of issues such as mental health and wellbeing, breastfeeding, healthy eating, early years sports and activities and to offer support to local groups who may benefit from our facility.
- * To raise funds and receive contributions where appropriate to finance creation of the centre. Thereafter, to run the centre as a successful

business after opening such that it will be sustainable through its own financial viability.

- * To follow the organisation's marketing strategy and review it on an ongoing basis.
- * Organise meetings and training courses for committee members, staff and volunteers to develop good practice and promote organisational development
- * Work with similar groups and exchange information and advice with them.
- * Wherever feasible, to employ local persons and to use local businesses and services in the creation of and maintenance of the facility
- * To run the centre in an environmentally considerate manner, to encourage good practice from staff, centre visitors and volunteers regards recycling, carbon footprint and reducing waste. To integrate learning materials for centre users which support these aims.
- * Promoting the mental and physical wellbeing of staff, volunteers and visitors alike through education, a supportive and caring attitude of staff and volunteers and continuing professional development for staff and volunteers in this area
- * Take any action that is lawful, which would help it to fulfil its aims.

4. Membership

- (a) Membership of Outside In Kendal shall be open to anyone who is interested in helping the group to achieve its aim and willing to abide by the rules of the group. The benefits of membership are the right to vote at General Meetings and the right to stand for election to the Committee at the AGM.
- (b) Every member shall have one vote at general meetings.
- (c) The Management Committee shall have the power to refuse membership to an applicant, where it is considered such membership would be detrimental to the aims, purposes or activities of the group.
- (d) Registration and termination of membership.
 - * Any member of the association may resign his/her membership and any representative of a member organisation or section may resign such position, by giving to the secretary of the association written notice to that effect.
 - * The Management Committee may, by resolution passed at a meeting thereof, terminate or suspend the membership of any

member, if in its opinion his/her conduct is prejudicial to the interests and objects of the association, PROVIDED THAT the individual member or representative of the member organisation (as the case may be) shall have the right to be heard by the Committee before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

5. Management

- (a) Outside In Kendal shall be administered by a Management Committee of not less than five (5) people and not more than twelve (12) members elected at the group's Annual General Meeting, Committee Members must be at least 18 years old.
- (b) Subject to clause 5 (a) the Management Committee may co-opt up to two additional members each year who shall hold office until the next Annual General Meeting
- (c) The officers of the Management Committee shall be:

The Chairperson
The Vice Chairperson
The Treasurer
The Secretary

and such other officers the group shall deem necessary at the meeting. These officers will come from the 8 ordinary members of the Committee.
- (d) The Management Committee shall meet at least twice a year.
- (e) At least five (5) Management Committee members must be present for the Management Committee meeting to take place.
- (f) Voting at Management Committee meetings shall be by show of hands on a majority basis. If there is a tied vote then the chairperson shall have a second vote.
- (g) Power to set up sub-groups and working parties as deemed necessary who shall be accountable to the committee.
- (h) Every effort will be made to ensure that the Committee is composed from as diverse and representative a range of community members as is possible.
- (i) If a member of the Management Committee has a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

6. Finance

- (a) Any money obtained by the group shall be used only for the group.
- (b) Any bank accounts opened for the group shall be in the name of the group.
- (c) Any cheque issued shall be signed by at least two of any three nominated signatures.
- (d) The Management Committee will ensure that the group stays within the budget.
- (e) All payments, contracts and other liabilities to be made, entered into or incurred by or on behalf of Outside In must be authorised in advance by the Management Committee, except where such payment, contract or liability does not exceed £500 and where it has been approved by the Chairperson and the Treasurer acting together.
- (f) Subject to clause 6 (f) Members of Outside In and the Management Committee cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses.
- (g) The Management Committee may agree to take out trustee indemnity insurance and recover the cost of the premium from Outside In

7. Committee Meetings

- (a) The Committee shall meet at least three (3) times each year.
- (b) The quorum for a meeting shall be five (5).
- (c) The Committee shall be accountable to the members at all times.
- (d) All meetings must be minuted and available to any interested party.
- (e) All committee members shall be given at least fourteen (14) days' notice of a meeting unless it is deemed an emergency meeting by the Chair of the Committee.

8. General Public Meetings

- (a) The committee shall call at least one general public meeting each year, the purpose of this meeting is for the group to account for its actions and consider if the service provided meets the needs of the town according to the group's objectives.
- (b) The Chair of the group shall normally chair these meetings.

- (c) At least fourteen (14) days' notice of such a meeting must be given and advertised in at least five (5) public places.
- (d) All meetings, including AGMs, must be minuted and available to any interested party.
- (e) The quorum for a General Meeting is six (6).

9. Annual General Meeting

- (a) Outside In shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings in at least five public places giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
 - * Receiving a report from the Chairperson of the group's activities over the year.
 - * Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - * Electing a new Management Committee and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eight (8) persons of which no more than six (6) shall be committee members.

10. Alteration of the Constitution

- (a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

11. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to the provider, if they require it, or shall be passed to another group with similar aims.

12. Adoption of the Constitution

This constitution was adopted by the members present at the public meeting held on:

9th January 2018

Signed:

(Chair)
Mhairi Helme

(Secretary)
Catherine Altounyan

(Vice Chair)
Eamonn Henessy

(Member)
Jennifer Harris

(Member)
Katie Hoggarth

(Member)
Laura Fitzgerald Park

(Member)
Sam Clifford

(Member)
Laura Stainton Firth

(Member)
Anna Traill

(Member)
Veronica Broyd

