

NAME

The name of the ECD Learning site is: *Little Paradise*.

LEGAL STATUS

Little Paradise is a voluntary association.

The ECD learning site is independent of its members and has the right to enter into legal transactions and of suing and being sued in its own name. The members of the *Little Paradise* are not liable for the debts and obligations of the *Little Paradise*.

REGISTRATION

The *Little Paradise* is registered with the Department of Social Development and is a member of the local ECD forum.

AIMS AND OBJECTIVES

The aims and objectives of *Little Paradise* are:

- To provide a safe, healthy and secure environment for young children
- To provide quality education, care and opportunities for holistic development to young children
- To offer a healthy, nutritious menu
- To provide materials and resources and equipment which support and extend children's active learning
- To support and encourage appropriate training for all staff
- To promote active parent, family and community involvement.

MEMBERSHIP

Option 1 (delete and sign or remove if not applicable)

Membership of *Little Paradise* is open to all parents of children attending the ECD Centres, other individuals and organisations who support the aims and objectives of *Little Paradise* and who agrees to abide by the Constitution of *Little Paradise* individuals and organisations will attain membership status on the submission and acceptance of the membership form.

Option 2 (delete and sign or remove if not applicable)

Membership of *Little Paradise* will be restricted to the staff of *Little Paradise* and all the parents of a child attending *Little Paradise*. The temporary absence of a child will not result in membership ceasing. Individuals who are not parents, but who can offer some expertise may be co-opted onto the *Little Paradise* ECD Management Committee to assist from time to time. All members must agree to abide by the Constitution of *Little Paradise*.

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) is the highest decision making structure of the *Little Paradise* and functions as the governing body.

All members of the *Little Paradise* must be notified of the AGM in writing, at least three weeks before the meeting and within six months of the financial year end.

A quorum for the AGM will consist of at least half the *Little Paradise* membership, all of whom are entitled to vote and the right to speak. Those members who do not attend the AGM do not have this right. The Chairperson will be entitled to a casting vote.

The purpose of the AGM is for the ECD Management Committee and the members to consider and or authorise the following:

- The Chairperson's Annual Report
- The Treasurer's Report (Audited Financial Statement of the year's income and expenditure)
- Sub-Committee Reports
- Amendments to the Constitution
- Resolutions (decisions made and agreed to by the majority)
- Membership Fees/Subscriptions
- Nomination and Election of the ECD Management Committee

THE ECD MANAGEMENT COMMITTEE

At the AGM the ECD Management Committee will be elected by the members of the *Little Bright Stars Educar* for a period of one year and will consist of the following:

- Chairperson
- Vice-Chairperson
- Treasurer
- Secretary
- At least 2 additional members

These ECD Management Committee members will be elected to serve in the interests of *Little Paradise* and will not be paid. ECD management Committee members must have the skills and experience required to carry out their roles and responsibilities.

In the event of vacancies occurring on the ECD Management Committee, the ECD Management Committee has the right to co-opt members to serve for the remaining term of office. The ECD Management Committee will meet on a monthly basis. A quorum for an ECD Management Committee will consist of 4 members, all of whom are entitled to one vote. The Chairperson will be entitled to his/her own vote plus a casting vote if required. An ECD Management Committee member who fails to attend 3 consecutive meetings without leave of absence will be deemed to have resigned.

The roles and responsibilities of the ECD Management Committee will be:

- To work in the best interest of all children attending the *Little Paradise*.
- To be Accountable to the members of the *Little Paradise*.
- To request and receive monthly reports by the *Little Paradise* supervisor.
- To consider applications for membership.
- To enter into employment contracts and conditions of service with staff.
- To enter into agreements of contracts on behalf of *Little Paradise*.
- To collect and receive money on behalf of *Little Paradise*.
- To raise funds for *Little Paradise* when required.
- To approve the *Little Paradise* budget and to take responsibility for the presentation of the annual audited financial statements.
- To set up sub-committees when appropriate.
- To give reports at the AGM
- To write any policies that will ensure the effective running of *Little Paradise* and meet the legislated requirements for ECD provision.

SPECIAL GENERAL MEETINGS

A 'Special General Meeting' can be called by the ECD Management Committee at the request of no less than 60 % of the members of *Little Paradise*.

The ECD Management Committee will call a Special General Meeting within 14 days of a request and will give 3 weeks written notice of the meeting to its members. A quorum for a Special General Meeting will consist of one quarter of the membership and only those present will be allowed to speak or vote.

ELECTIONS

An electoral officer will be appointed at the AGM to manage the election process. Office bearers serving on the ECD Management Committee will be elected at the AGM and will hold office for one year. Each candidate must be nominated and each nomination must be seconded. All nominations are subject to the consent of the nominee. Voting will be conducted on a one person – one vote basis.

MEETING PROCEDURES

The Chairperson is responsible for calling the AGM and the ECD Management Committee meetings, for preparing the Agenda and for chairing those meetings.

The Vice-Chairperson fulfils the role of the Chairperson in his/her absence.

The Secretary will send out notices for each meeting and an Agenda, at least 3 weeks before the meeting.

The Secretary will record (write) the minutes of the meetings and will present the minutes of the meeting to the next meeting for adoption (acceptance) by the members.

The Secretary will record and send out the ECD Management Committee Meeting minutes, to all members of the ECD Management Committee for approval at the next ECD Management Committee Meeting.

FINANCES

The *Little Paradise* will use its income only to promote its aims and objectives. The ECD Management Committee will collect and receive money through the ECD Centre fees and other public sources.

The ECD Management Committee will authorise all payments on behalf of *Little Paradise* and the Treasurer will ensure that proper financial records are kept. All money will be deposited in a bank account in the name of *Little Paradise* and payments will be made by cheque or cash withdrawal that has been authorised by 2 signatories. The financial year will run from 1 April to 31 March the following year.

ACTIVITIES

The ECD Management Committee has the right to set up Sub-Committees to fulfil clearly defined tasks aimed at fulfilling the aims and objectives of the *Little Paradise*.

The Sub-Committees will be requested to account for their activities through the submission of reports for the attention of the ECD Management Committee.

AFFILIATION

The *Little Paradise* is affiliated to the *Nyanga* ECD forum and has the right to select a representative to serve on the Executive Committee of the *Nyanga* ECD Forum.

The *Little Paradise* is entitled to attend meetings and workshops co-ordinated by this forum.

AMENDMENTS TO THE CONSTITUTION

The rules and regulations of the Constitution may be changed or Added to, but these amendments must be agreed to by two-thirds majority of those members present at an AGM or Special General Meeting. Any

Proposed amendment will be submitted to the ECD Management Committee a month before the meeting and notice if the proposed amendment will be given to all members and the Agenda SENT OUT BY THE Secretary before the meeting.

DISSOLUTION

The Little Paradise will be dissolved by resolution of two thirds of the members present at a meeting. Three week's written notice of such a meeting will be given stating clearly that the dissolution of Little Paradise and disposal of its assets will be considered. In the event of there not being a quorum, the meeting will be adjourned for not less than one week and the members attending the second meeting will constitute a quorum.

In the event of the dissolution of the Little Paradise all assets remaining after the payment of all debts and liabilities, will be donated to an organisation with similar aims and objectives of those of the Little Sunbeams Day Care.

The Constitution was adopted and signed at on this day of 20.....

Chairperson's Signature: Date:

Secretary's Signature: Date:

Witness 1: Date:

Witness 2: Date:

- To provide materials and resources and equipment which support and extend children's active learning
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