

Lewisham Toy Library

Constitution

Proposed to be changed during AGM 2015~~6~~, but Charity Commission declined consent to change objects as proposed. Constitution in accordance with resolution from 2015 AGM.

1. Name and Affiliation

The name of the Toy Library shall be Lewisham Toy Library (hereinafter called the Toy Library).

2. Object

The object of the Toy Library shall be the education of children within the London Borough of Lewisham by the provision of educational and stimulating toys and play equipment.

3. Powers

In furtherance of the objects but not otherwise:

The Toy Library has power to do anything which is calculated to further its objects or is conducive or incidental in doing so. In particular the powers of the Toy Library include, but are not limited to:

- i. assist the development from the earliest age of children in the said Borough through all forms of play activity;
- ii. provide a service to as many children as possible who could benefit from the service, with particular emphasis on children from low income families;
- iii. lend the most appropriate available toys;
- iv. ensure that all toys provided are of an anti-sexist and anti-racist nature, and that some toys reflect the cultural diversity of the Borough;
- v. loan wheelchairs, power chairs and mobility scooters to enable people to access the facilities of Lewisham Town Centre;
- vi. provide volunteer wheelchair escorts; and
- vii. hire wheelchairs on a longer-term scheme.

For the avoidance of doubt, nothing in this Constitution is intended to prevent the Toy Library from operating or providing service to anyone from outside the Borough, provided one or more of the objects is met.

4. Membership and registration of members

- i. Membership of the Toy Library shall be open to individuals and groups, regardless of sex, race, colour or creed, who use and support the Toy Library, on payment of ~~the annual~~ subscription ~~fees~~, ~~or on and~~ production of such documents as are currently deemed as proof of eligibility for ~~exemption of payment~~ categories of membership. On demand, all members shall be supplied with a copy of the Constitution.
- ii. All members of the Toy Library may attend and vote at General Meetings: individual members will have one vote; group members may appoint two individuals to represent it and to have voting rights.
- iii. The entry of a name in the Treasurer's subscription receipt book (or other system as determined by the Committee) for the current year period shall be conclusive evidence that a person is or is not a member of the Toy Library.
- iv. The General Meeting shall have the power to reject an application for membership

5. Subscription

- i. The subscription fees for membership shall be such amounts as may be determined from time to time by the Toy Library at any Meeting, with review of not more than two per year.
- ii. The ~~said~~ subscription fees shall be due on joining the Toy Library, and thereafter is ~~due on 1. April, or on 1. April and 1. September, if it is preferred to pay in two instalments~~ due in accordance with the relevant category of membership.

6. Officers

The officers of the Toy Library shall consist of the Chair, Vice-Chair, Honorary Secretary and the Honorary Treasurer. If an officer of the Toy Library or any other member of the Committee ceases to hold office, the Committee shall have the power to elect a successor.

7. President

A president may be elected at any General Meeting.

8. Committee – Constitution

The Committee shall consist of:

- i. The four officers of the Toy Library
- ii. Not less than ~~two~~ one or more than seven additional members
- iii. A maximum of four members co-opted by the Committee itself

The President may ex officio attend meetings of the Committee.

9. Committee – Election

Members shall be elected at the Annual General Meeting and be eligible for re-election. Written nominations for the officers and other vacancies shall be required at least seven days before the Annual General Meeting. Provided that no such nominations for a particular vacancy are received, nominations made at the Annual General Meeting for the vacancy shall be valid. Any member of the Toy Library shall be entitled to submit nominations. Consent of all members so nominated will be required.

10. Committee – Powers and Functions

The Committee shall be the governing body of the Toy Library and shall control the management and direction of the affairs of the Toy Library and be aware of changing needs. The Committee shall meet not less than once in each quarter of the year and the minutes of the proceedings thereof shall be taken. At least seven days' written notice of each meeting shall be given.

In the case of an emergency, the Chair may authorise the summoning of a meeting at shorter notice than seven days, with the agreement of the Treasurer and giving due reason.

The quorum of the Committee shall be one third. Officers, additional members and co-opted members shall have voting rights on the committee. All matters shall be decided by a majority vote of those in attendance; the Chair shall have a casting vote when necessary.

The Committee is authorised to receive grants, donations and gifts on behalf of the Toy Library.

11. Annual General Meeting.

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

- i. to receive and pass ~~audited~~ accounts ~~or an independent examiner's report~~ for the financial year ended 31~~st~~ March last;
- ii. To receive and pass the Chair's report on the work of the Toy Library for the year ended 31~~st~~ March last;
- iii. To elect members of the Committee in accordance with rule No. 9 above;
- ~~iv. To appoint an independent qualified auditor;~~
- ~~v.iv.~~ 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 4iii 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 ~~10~~ 6 members of the Toy Library. ~~Should we reach a membership of more than 300, the quorum rate should be 12 members.-~~

12. Extraordinary General Meetings

An Extraordinary General Meeting of the Toy Library may be summoned at any time by the Chair of the Toy Library or by not less than six members (or one-fifth of the Toy Library membership, which ever is the lesser number) of the Toy Library Meeting together, who shall send a written request to the Secretary of the Toy Library to convene such a meeting. The request shall be laid before the Chair of the Toy Library who shall authorise the holding of the Extraordinary General Meeting within twenty-eight days of the receipt of the request. The business of the meeting shall be set out in the notice of the meeting. At least fourteen days notice shall be given of an Extraordinary General Meeting. Where, however, in the judgement of the Officers of the Toy Library an emergency has arisen demanding immediate action, the notice shall be such as they, in the circumstances, deem to be sufficient. Any action taken at such an Extraordinary Meeting shall be confirmed by the following Annual General Meeting.

13. Voting at meetings

Voting at meetings shall be by show of hands, but the Chair 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.

14. Accounts

- i. Proper books shall be kept by the Honorary Treasurer showing:
 - a) All monies received and expended by the Toy Library
 - b) All sales and purchases by the Toy Library
 - c) All assets and liabilities of the Toy Library
- ii. The Honorary Treasurer shall give a financial report at each Committee meeting and shall submit a statement of accounts if the Chair asks for it.

15. Alterations to the Constitution

No alterations may be made to this Constitution without the same having been duly resolved by a majority of not less than 60% of members present at a 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) without subsequent final consent being obtained from the Charity Commission.

16. Dissolution of the Toy Library

If so instructed by a resolution of 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 and equipment shall be transferred to ~~the Toy Library's Association, or if the Association has ceased to exist, to somean-~~

| other charitable organisation having similar objectives, ~~with the agreement of the Support Group.~~