

# Magic Minders

Worthing Childminding Association  
www.magicminders.co.uk

## Constitution

### Name

The name of the Group shall be **Worthing Childminding Association (WCA)**, also referred to as **Magic Minders**.

### Objectives

Worthing Childminding Association (WCA) is a not-for-profit, unincorporated, volunteer run organisation with an elected committee. The Group exists to support and promote the role and work of Ofsted Registered Childminders within the stated localities through: -

- a) actively working, by role-modelling, campaigning, and advertising, to raise the profile of registered childminding as a positive childcare choice for parents, and to encourage potential new recruits to consider childminding as a professional career option.
- b) Supporting childminders to deliver high quality Early Years Education and Care by to improve outcomes for children
- c) To offer support to Ofsted Registered Childminders and prospective Childminders in the Worthing and surrounding areas
- d) Support that may be offered, but is not limited to, includes the following:
  - A drop-in which is open to members, their registered assistants, and member-accompanied associate members and member-accompanied non-members
  - A vacancy coordination service for members
  - A private Facebook group for members and their registered assistants where said assistants are included in their membership, and any associate members invited by the committee
  - A public Facebook group for prospective Childminders
  - A website to promote the work of the group and its members, advertise its services to parents and publicise membership benefits to current and prospective Childminders
  - Events to benefit members and/or promote the childminding profession to parents and prospective Childminders
  - Access to free and/or subsidised training and professional advice for members and their registered assistants
  - Fundraising events to provide money to support the objectives of the group

### Locality

The prime locality shall be Worthing – to include Goring, Durrington, Salvington, Tarring, Offington, Broadwater, Findon Valley, Findon Village, Clapham and Patching & surrounding villages.

The group's activities shall primarily focus on but not be wholly restricted to this locality.

### Membership

**Full membership** is offered to Ofsted Registered Childminders, and other parties at the discretion of the committee, residing within the above localities, on payment of the membership fee and their agreement to uphold the group's constitution and abide by the code of conduct and group policies.

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Members shall also be accepted from outside these localities at the discretion of the committee, on payment of the membership fee and their agreement to uphold the group's constitution and abide by the code of conduct and group policies. **This will be with the proviso that such members are made fully aware that due to their locale they may be unable to take advantage of all membership benefits.**

**Nanny Membership** is offered to Ofsted Registered Nannies on payment of the membership fee agreed by the committee and their agreement to uphold the group's constitution and abide by the code of conduct and group policies. Nanny members may access all relevant member benefits. They may attend and speak at, but not vote at, committee meetings, except at discretion of the committee.

**Associate Membership:** The committee may also admit, by invitation only, anyone who has displayed considerable support for the group, such as former members who have since given up their Childminder registration, who express a wish to continue in this support. Such members will be referred to as 'Associate members'. They may attend and speak at, but not vote at, committee meetings, except at discretion of the committee. They may attend member events, such as drop-ins, only when accompanied by a full member. They must pay the annual membership fee agreed by the committee and will have access to such relevant member benefits as determined by the committee.

**Members with assistants** may opt to include their registered assistants as part of their membership, on payment of the specified fee, at a cost agreed by the committee at the Annual General Meeting (AGM). Said assistants will be granted access to specified membership benefits, as agreed by the committee, such as subsidised training, free or member rate entry to drop-ins and organised events, and access to the members' Facebook Group. These benefits may be added or removed in part or entirety with committee approval. Members may grant these benefits, in part or in full to their member assistants, upon the understanding that they take full responsibility for the conduct of any assistant forming part of their membership. **Members with assistants who do not wish to take advantage of this option will pay the standard membership fee, and their assistants will not be able to access benefits of membership.**

**Co-childminders:** Registered Childminders who work together from the same premises are not permitted to share their membership. Each must hold individual membership in order to access member benefits. The exception to this is if one of them is employed by the other in the capacity of a Childminder Assistant.

**Verification:** The Membership Secretary reserves the right to request any such information or documentation as may be necessary to verify eligibility or suitability for membership, including, but not limited to, Ofsted URN, DBS number, Ofsted suitability letter.

**Membership fee:** Membership is paid annually, on the anniversary of joining date, at a cost agreed by the committee at the Annual General Meeting (AGM). Members shall be sent a reminder to pay one month prior to the renewal date and if payment is not received by the 10<sup>th</sup> day (to include weekends and public holidays) following the date it is due members will cease to be a member and will be removed from the email contact lists.

**Termination:** The Committee have the right, to issue a warning to and in serious cases terminate the membership of any members, who are found to not be acting according to the WCA 'Code of Conduct' or policies, or who bring the Group into disrepute or cease to qualify for membership. That member has the right to be heard by the Committee before a final decision is made.

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## **Powers**

The Group shall have the following specific powers in order to achieve its objectives:

- To encourage the recognition and support of Childminding as a positive childcare and career choice
- To support the delivery of high-quality Early Years Education and Care by childminders to improve outcomes for children
- To assist any person or organisation identified and agreed by the committee, financially or otherwise, in support of the Group's objectives
- To obtain, collect and receive money and funds by way of contributions, donations, subscriptions, legacies, grants, covenants, or any other lawful method in support of the Group's objectives
- To obtain and provide information in support of the Group's objectives, including provision of written, audio-visual, or online materials in any format
- To organise, collaborate or join in with exhibitions, meetings, conferences, fundraising ventures and classes or other agreed events
- To always operate lawfully and in the best interest of members

## **Committee**

The Committee is elected at the AGM and is made of up of a minimum of three and a maximum of twelve voting WCA elected members. If all twelve places are not filled at an AGM the committee may co-opt further voting members up to the maximum of twelve.

There are three officer roles; Chairperson (Chair), Secretary and Treasurer, plus four sub-officer roles: Vacancy Coordinator, Membership Secretary, Website Editor and Social Media Secretary. Officer roles cannot be combined with each other, but sub-officer roles may be combined with each other and may also be held by an officer. Members who wish to take on officer roles will be voted into post by all members present at the AGM. Sub-officer roles may be voted on at the AGM or ordinary committee meeting. Job role descriptions are available separately.

No committee member may serve for more than 6 consecutive years (including a period in which an office is held), except by agreement of majority vote of members present at an AGM to extend the period of service by 1 year, for a maximum of 2 consecutive extensions i.e., the maximum a committee member may ever serve continuously will be 8 years.

No officer may serve for more than 3 consecutive years in any one office, except by agreement of majority vote of members present at an AGM to extend the period of service by 1 year, for a maximum of 3 consecutive extensions i.e., the maximum an officer may ever serve in one post continuously will be 6 years.

No sub-officer may serve for more than 3 consecutive years in any one office except by agreement of majority vote of members present at an AGM to extend the period of service by 1 year, for a maximum of 3 consecutive extensions i.e., the maximum a sub-officer may ever serve in one post continuously will be 6 years.

In the event of an officer standing down during the year a General Meeting for all members will be called and their replacement elected at this meeting. Other vacancies will be appointed by the committee by majority vote.

From time to time, as may be necessary, the committee may appoint sub-committees as they see fit, provided that these are overseen by a nominated committee member who will liaise with the committee and report back to them

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all proceedings and recommendations made by the sub-committee, and ensure the sub-committee acts within any boundaries or financial constraints agreed. Sub-committees may be formed, for the purpose of fulfilling designated tasks, such as organising an event. Sub-committees will comprise of one committee member who will chair the sub-committee plus volunteers from the wider membership (who may also be committee members) recruited by the Sub-committee Chair.

## **Committee Meetings and Business**

These are held as General Meetings, where all members are invited and welcome to attend. There shall be at least three committee meetings per year, plus the AGM, and committee members are expected to attend these or make their apology beforehand to the secretary.

If a committee member makes their apology, with good reason, and does not attend two consecutive meetings, they will be contacted by the Secretary for a welfare check and asked if they wish to continue to be a committee member, and if any support can be offered if relevant.

Any committee member not attending two consecutive meetings **without good reason and failing to notify the Secretary or Chair with their apology** prior to the meetings, will be asked to discuss the situation with the officers and, at the discretion of the officers, may be asked to resign.

A quorum of three committee members or one third of the committee **whichever is the greater**, including at least one officer, is required at each committee meeting for it to go ahead. This shall be recorded in the minutes.

At least fourteen days written\* notice is required for committee meetings, including any virtual meetings held online. Items for the agenda should be sent to the Secretary at least seven days before the meeting and the Secretary and Chair should liaise on the agenda content. The agenda should be circulated to all members seven days prior to the meeting.

The minutes from the last committee meeting must be present, read through and signed by two committee members before the meeting can continue. It is the job of the Chairperson to keep meetings on track, ensure everyone has a turn to speak and that the agenda is followed. In the event of the Chairperson being absent another committee member will be voted to 'Chair' the meeting.

Minutes from the meeting will be circulated by the Secretary to all members within two weeks of the meeting.

Decisions will be made by a majority committee vote. The Chairperson has a casting vote in the event of a tie.

Decisions regarding proposed changes to the annual membership fee, or to this constitution shall not be made at a Committee/ordinary General Meeting. These shall only be made at the AGM or Special General Meeting.

## **Remote business and attendance**

At times it may be necessary to discuss matters arising and make decisions separately to formal committee meetings.

Such discussions shall normally, but not exclusively, take place via the committee WhatsApp group, so that all committee members have full access to the whole conversation.

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All efforts must be made to inform all committee members of the discussion and any **formal decisions** regarding committee business **that require a vote, but which cannot be delayed until the next physical committee meeting** must be approved by a committee quorum of at least three committee members or 1/3 of the committee, **whichever is the greater**, including at least one officer in either case. To ensure clarity a poll should be created by the proposer, Chair or Secretary, to conduct the vote. Minor decisions may be made with approval of an officer.

**Any discussions or decisions that impact on the wider membership, such as operational decisions must be reserved for full committee meetings.**

At certain times it may be necessary to conduct full committee meetings remotely or as hybrid meetings, in which case fourteen days' written\* notice, as is required for all committee meetings, followed by a Zoom joining link, shall be sent out to all members at least three days prior to the meeting. The usual rules, including Quora apply to remote and hybrid meetings.

Any sub-committee WhatsApp groups created specifically for the purpose of the sub-committee's business must include one officer to moderate the group and be dissolved once the sub-committee's purpose is complete.

## **Annual General Meeting (AGM)**

One month's written\* notice must be given to all members for the Annual General Meeting (AGM) which shall be held in April.

Links to the AGM *Committee Nomination Form* and *Proposal Form* shall be emailed to members and added to the website and members made aware of this.

A quorum of a minimum of one third of voting members or ten voting members, whichever is the **lesser**, must be present at the AGM, including at least two officers. This shall be recorded in the minutes.

Items for the agenda should be sent to the Secretary at least fourteen days before the meeting and the Secretary and Chair should liaise on the agenda content, which should be sent out at least seven days before the AGM, including details of any proposals. The minutes from the last AGM must be present, read through and signed by two committee members before the meeting can continue.

At the end of the AGM the whole committee shall stand down and a new committee nominated and elected by majority vote of voting members present. Following election of the new committee the officer and sub-officer posts will be nominated, seconded, and elected by majority vote of voting members present at the AGM. Nominations to join the committee should be sent to the Secretary prior to the AGM, with the nominee's consent, or proposed and seconded at the AGM itself, in which case a nomination form shall be completed at the time.

Decisions regarding proposed changes to the annual membership fee, or to this constitution, shall be made by a **minimum two-thirds majority** vote of voting members present at the AGM. All other decisions will be made by majority vote. All attending **full** members may vote on these changes. The Chairperson has a casting vote in the event of a tie.

The minutes and details of the new committee shall be circulated by the Secretary to all members and updated on the website and any other relevant locations, within seven days of the AGM, including contact details for the three Officers. A meeting of the new committee shall take place as soon as possible following the AGM and always within one month.

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## **Special General Meeting (SGM)**

A Special General Meeting (SGM) must be called in the following circumstances:

- Proposed changes to the annual membership fee, other than at the AGM
- Proposed changes to this constitution, other than at the AGM
- A motion of 'no confidence in the committee' is received
- Proposed dissolution of the Group

At least seven days written\* notice to all members must be given for an SGM including the reason why it is being called. A quorum of a minimum of one third of voting members or ten members, whichever is the **lesser**, must be present at the SGM, including at least two officers. Decisions will be by minimum two-thirds vote of voting members present at the SGM.

The minutes from the SGM must be circulated to all members by the secretary within seven days.

## **Finance**

The financial year of the Group shall end on the 31<sup>st</sup> of March in each year with the annual report and the accounts of the group presented at the AGM in April of that same year for the scrutiny of the committee.

- a bank account will be maintained on behalf of the group at a bank agreed by the committee
- there will be at least two signatories to the account
- each withdrawal transaction will require two signatures
- records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting
- an annual statement of accounts will be presented to the Annual General Meeting
- all money raised by WCA will be spent solely on the objects laid out in this constitution
- Committee members shall not be paid for their services to group in their committee role, but they may be remunerated for any reasonable, approved expenses incurred on behalf of the Group, upon submitting receipts to the Treasurer

## **Alterations to the Constitution**

Alteration of this constitution must receive the agreement of **two-thirds of the voting members** present at an Annual General Meeting or a Special General Meeting.

A resolution for the alteration of the constitution must be received by the Secretary of the Group at least fourteen days before the meeting and must include notice of the alteration/s proposed. These must be circulated to members along with the agenda.

## **Correspondence**



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The primary contact for any official correspondence with or from the committee, that does not relate to either membership or vacancy queries, shall be via a dedicated email address, managed by the Secretary.

Only the Secretary & Chair shall have access to this email account and the Secretary shall hold primary responsibility for its management. The vacancy and/or membership email accounts shall be set as the recovery emails for this account.

All email and social media account admins, moderators and passwords shall be updated following an AGM and whenever a role holder changes at other times.

**Written notice:** All membership communications shall be conducted by email unless otherwise requested by an individual member, in which case they will receive their notifications in writing via post.

## **Data Protection**

WCMA has a Privacy Policy that all members, including the Committee agree to abide by. This is available via the website and on request from the Membership Secretary

## **Equal opportunities**

WCMA will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

Any offensive behaviour, including racist, sexist, or inflammatory remarks, will not be permitted. In the event of a complaint being made the Committee will follow the group's complaints procedure.

## **Dissolution**

The Group may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting. Members must be advised of the purpose of the meeting and given twenty-eight days' notice.

The meeting must agree on the disposal of any remaining assets and funds held by or in the name of the Group, following payment of all debts and liabilities. No assets or funds shall be distributed among the members of the Group but must be given to a charitable institution or institutions nominated by members of the group, following a majority vote. Preference shall be given to the recipient organisation/s that have objects similar to some or all of the objects of the Group.

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**Signed and agreed on 18.04.23**

## **Chairperson**

Name

Address

Signature

## **Secretary**

Name

Address

Signature

## **Treasurer**

Name

Address

Signature