

JNCTP Constitution

1.0 General

1.1 This constitution refers to the organisation called the Joint National Committee on Training for Playwork, hereinafter referred to as the JNCTP.

- 1.1.1 The JNCTP shall be administered in conformity with the provision of this constitution.
- 1.1.2 The JNCTP shall be non-political in object. The JNCTP shall endeavour to ensure that membership of the JNCTP and full participation in its work is accessible to all persons with a bona fide interest, regardless of race, sex, disability, sexual orientation, age, religion, responsibility for dependants or any other personal circumstance.
- 1.1.3 JNCTP sees the aim of playwork as being to educate children and young people by providing facilities for play, recreation and other leisure time activities being facilities of which such beneficiaries have need by reason of their youth or social or economic circumstances and which will improve the conditions of life of such persons by promoting their physical, mental and spiritual well being.

2.0 Aims and objectives

2.1 The objects of JNCTP are to promote the education of children and young people through the education and training of their playworkers.

3.0 Powers .

3.1 JNCTP aims to assist such provision through:

- 3.1.1 Supporting and promoting the development of recognised routes to qualification in Playwork.

- 3.1.2 Supporting and promoting the development of pre-qualifying training for playworkers.
 - 3.1.3 Promoting a system for the endorsement of playwork training and qualifications.
 - 3.1.4 Providing a network of communication for all concerned with training for playwork.
 - 3.1.5 Contributing to the establishment of playwork as a recognised profession.
- 3.2 In furtherance of these objects but not otherwise the Executive Group of the JNCTP may exercise the following powers:
- 3.2.1 To provide or assist in providing courses in playwork training and to consult or advise on all matters pertaining thereto.
 - 3.2.2 To co-operate with statutory, voluntary, governmental, charitable, commercial and independent bodies to further the aims of the JNCTP.
 - 3.2.3 To represent the views of its members to local and national government agencies, and educational and training institutions on the proper form, structure and content of training courses, standards appropriate to professional qualifications and routes to its achievement.
 - 3.2.4 To prepare and publish, or assist in the preparation and publication of reports, articles and pamphlets relating to the work of the JNCTP .
 - 3.2.5 To promote the formation of local and regional training groups and organisations and to support and advise those groups and organisations in their dealings with training agencies and national and local government agencies.
 - 3.2.6 In conjunction with regional and local training groups and organisations, to monitor and evaluate practices relating to recognition, validation, accreditation, endorsement and qualification.
 - 3.2.7 To consider existing training in related fields to ascertain whether such training

- can usefully form part of playwork training and to ascertain how the JNCTP can influence the playwork element of such training.
- 3.2.8 To hold discussions with all relevant bodies to identify and influence the channels which affect the resources being made available for playwork training.
 - 3.2.9 To generate and raise the level of debate and stimulate deeper analysis of play problems and issues as they may affect the work.
 - 3.2.10 To seek more resources for the training needs of those engaged in the training of playworkers.
 - 3.2.11 To seek and administer funding for the work of the JNCTP as contained in this constitution.
 - 3.2.12 To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property and construct, alter and maintain any buildings.
 - 3.2.13 Within the limits of this constitution to engage and dismiss such paid officers and servants of the JNCTP as may be considered necessary.
 - 3.2.14 To administer and distribute grants and grant aid.
 - 3.2.15 To do all things that are necessary to the attainment of the declared objects.

4.0 Membership Structure, Duties and Procedure

4.1 Membership of the JNCTP is open to individuals and organisations interested in playwork training who subscribe to the aims and objectives of the JNCTP.

4.2 There are three categories of membership:

- 4.2.1 Individual: for any persons who works full time or part time, paid, unpaid or voluntary in the playwork field.
- 4.2.2 Organisational: any organisation involved in children's play or representing a network of

play service providers or play organisations or play training providers.

4.2.3 Associate: for those individuals or organisations, who relate to the playwork field but who do not fit the above categories.

4.3 All decisions relating to membership will be subject to ratification at the next Executive Group Meeting who shall apply membership criteria.

4.4 No person will be allowed to cast a vote at a meeting of the JNCTP for more than one individual member, member organisation or associate member, except if:

4.4.1 That person is also appointed by a member organisation as a named or alternative representative.

4.4.2 That person has a written proxy from any other member to cast a vote for them on a previously advised vote [i.e. proxy votes have to indicate what the vote is for].

4.5 An organisation may appoint a person to attend and participate in any JNCTP meeting as an alternative to its named representative.

4.6 Individual, organisational and associate members are entitled to one vote each.

4.7 To become a member of the JNCTP an application shall be made in writing to the currently advertised address.

4.8 The Officer currently dealing with membership shall present all applications for membership, with recommendations on the suitability, to the Executive who shall make a decision on the suitability of those applicants and communicate that decision to the applicant.

4.8.1 If any applicant is unhappy with such a decision they may request, in writing, that their application be presented to a General Meeting for a decision on the suitability of their application.

4.9 All applications for membership are subject to ratification at a General Meeting.

- 4.10 Membership will be subject to the payment of a membership fee which shall be set by the Annual General Meeting.
- 4.11 The JNCTP may appoint such sub committees or working groups as may be deemed necessary and may determine their terms of reference, powers, duration and composition.
- 4.12 The JNCTP shall aim to hold at least three meetings, including the Annual General Meeting, each year.
- 4.13 A special meeting will be called by the Chairperson at the request of twenty percent of the current voting membership. Fourteen clear days notice must be given to all other members of the matters to be discussed.
- 4.14 Minutes of the last JNCTP General Meeting will be circulated to all members at least fourteen days before the next meeting.
- 4.15 Minutes of Executive Group, working party and sub group meetings will be available for the information of JNCTP members at their next meeting.
- 4.16 The order of business for meetings shall be laid down by the published agenda at least fourteen days prior to the meeting. The agenda can be varied by the Chairperson with the agreement of the meeting.
- 4.17 The quorum for a JNCTP meeting shall be 30% of the current voting membership or ten voting persons whichever is smaller.
- 4.18 The quorum of Executive Group meetings shall be three members.
- 4.19 The Chairperson of the JNCTP shall take the Chair and in their absence the Vice Chairperson. If neither is present then the voting members present shall, before any other business, choose one of their members to preside.
- 4.20 Every matter shall be determined by the majority of voting members present, except if stated otherwise within this constitution. The Chairperson of the meeting shall vote only in the event of a tie.
- 4.21 Any member who fails to act in accord with the aims and objectives of the JNCTP could have membership status withdrawn.
 - 4.21.1 In the first instance the member concerns will be discussed by the Executive Group

- and reasons for withdrawal provided in writing within a period of reasonable notice.
- 4.21. 2 Appeals against membership withdrawal will be made to the Executive Group who will refer to the next General Meeting.

5.0 Executive Group

- 5.1 The JNCTP shall appoint from its members an Executive Group.
- 5.2 The Executive Group shall consist of a maximum of twelve persons.
- 5.3 Up to nine persons will be elected at the AGM.
- 5.4 The AGM may elect persons to the following positions.
- 5.4.1 Chairperson
 - 5.4.2 Vice Chairperson
 - 5.4.3 Treasurer
 - 5.4.4 Secretary
 - 5.4.5 Other positions as identified on the nomination form.
- 5.5 Members will be elected to the Executive Group for a term of not more than two years.
- 5.6 Each year no less than one third and no more than two thirds of the elected members of the Executive Group will stand for re-election.
- 5.7 Up to three persons may be co-opted to serve on the Executive Group up to the next AGM, and their co-option will be ratified at the next General Meeting.
- 5.8 The Executive Group will meet at least once between each of the General Meetings of the JNCTP and at other times as appropriate.
- 5.9 The tasks and responsibilities of the Executive Group are to organise and service the JNCTP in pursuit of its goals as specified by this constitution and subject to the approval of the JNCTP at the next General Meeting.
- 5.10 The Executive Group may fill such vacancies which may arise within it subject to the approval of the next General Meeting.
- 5.11 It shall be allowed that any position on the Executive Group may be 'job shared' by two people. Any job sharing partnership elected will arrange between

themselves the sharing of the responsibilities and rights of their position.

6.0 Annual General Meeting

- 6.1 The JNCTP shall hold an Annual General Meeting [AGM] in each calendar year not later than eight months after the end of its financial year.
- 6.2 Notice of the AGM shall be sent to all members of the JNCTP at least twenty-one days before the date of the meeting.
- 6.3 The AGM shall receive reports from the Chairperson and the treasurer and a statement of accounts for the previous year.
- 6.4 The AGM will receive a list of current membership and ratify the decisions made by the Executive and General Meetings regarding the suitability of all members and member categories.
- 6.5 The AGM shall elect members to the Executive Group. Nominations must be received, at the currently advertised address, in advance of the meeting or on the day of the meeting, at the place of the meeting, at any time prior to the elections taking place.
- 6.6 The AGM shall decide on any proposition which may be submitted to the meeting. No proposition other than those relating to the adoption of the reports and statement of accounts shall be moved at the meeting unless notice in writing signed by the members who propose to move it and stating its terms has been received by the Secretary at the currently advertised address at least twenty eight days before the date of the meeting. Provided that the Chairperson of the meeting shall at their discretion and with the consent of the majority of members present have power to admit any proposition of which insufficient notice has been given if such proposition shall not involve any alteration of the provision of this constitution.
- 6.7 The AGM shall appoint auditors.
- 6.8 The quorum for the AGM is the same as for General Meetings.

7.0 President and vice-presidents

- 7.1 Such suitable persons as the JNCTP shall decide may be invited to become President and/or Vice Presidents.

8.0 Finance

- 8.1 All moneys received by or on behalf of the JNCTP shall be devoted to the objects of the JNCTP.
- 8.2 No member of the JNCTP shall take or hold any interest in any property belonging to the JNCTP otherwise than as a Trustee.
- 8.3 No member of the JNCTP shall receive any remuneration or be interested in the supply of " work or goods to the JNCTP. Except with the prior consent of the Executive Group and subject to ratification at the next General Meeting.
- 8.4 All members of the JNCTP shall be afforded preference in the disposal of any goods within the custody of the JNCTP.
- 8.5 The financial year shall run from 1 April to 31 March.
- 8.6 The treasurer shall be responsible for receiving, issuing receipts for, and keeping all moneys on behalf of the JNCTP and for making all payments on behalf of the JNCTP. The treasurer shall keep proper accounts of all transactions.
- 8.7 The treasurer shall be responsible for the proper preparation of accounts as soon as is possible after the end of each financial year and that the accounts for that year shall be submitted for audit and presented to the' next AGM.
- 8.8 The treasurer of the JNCTP may under a resolution of the JNCTP invest in the name of the JNCTP any moneys belonging to the JNCTP as the JNCTP may decide and under the like authority may sell, call in or convert into money such investment or security.

9.0 Dissolution

- 9.1 The members of the JNCTP may decide to dissolve the JNCTP by a resolution put before a General Meeting.
- 9.2 Such a resolution must receive a two-thirds majority of those present and entitled to vote.

- 9.3 This decision must be reviewed by a Special meeting, convened to review the decision so made.
- 9.4 If at such Special Meeting a simple majority of those members present and entitled to vote shall decide to endorse the decision, then the JNCTP shall dissolve.
- 9.5 Thereupon the treasurer shall realise and sell the assets of the JNCTP and shall after the satisfaction of all proper debts and liabilities of the JNCTP apply the remaining assets of the JNCTP for similar charitable purposes as may be approved by the Charity Commission.

10.0 Alterations to the Constitution.

- 10.1 Alterations to this constitution must receive the consent of not less than two thirds of those present and entitled to vote at either an Annual General Meeting or Special Meeting of the JNCTP.
- 10.2 A resolution for the alteration of the constitution must be received at the currently advertised address not less than twenty eight days before the Meeting at which the resolution is to be brought forward.
- 10.3 Notice of such meetings shall be given by the Secretary to all members of the JNCTP, that is at least 21 days before such meeting, in accordance with this Constitution and must include notice of the alterations proposed.
- 10.4 No alteration shall be made to this constitution which could cause the JNCTP to cease to be a charity at law.

Adopted 1997