

## **Constitution**

### **1. Name of Organisation**

Deutsche Samstagsschule Southampton (German Saturday School Southampton)

### **2. Objectives (Purpose of the group):**

The Deutsche Samstagsschule Southampton is aimed at children who either speak German as their first language, grow up in a bi-lingual German-English family or who are for other reasons able to speak and understand German well. Lessons are aimed at further extending the pupils' fluency in German, as well as teaching them to read and write in German and develop their knowledge and understanding of the German culture.

### **3. Area of benefit**

The Deutsche Samstagsschule Southampton was set up to serve a growing community of bi-lingual German-English families in the larger Southampton area, as well as families with children who have acquired the language in a German-speaking country. It is complementing the National Curriculum, as there are currently no state primary or secondary schools in the Southampton LEA which are teaching German.

### **4. Powers**

The group may hire premises or equipment; hire tutors and facilitators; fundraise; attend training; charge for activities; facilitate events and workshops, and collaborate with other groups and organisations in order to carry out its objectives.

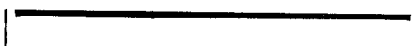
### **5. Application of income and property**

The income and property of the 'Deutsche Samstagsschule Southampton' shall be applied solely towards the promotion of its objectives.

A Committee Member (Trustee) may pay out of, or be reimbursed from, the property of the 'Deutsche Samstagsschule Southampton' reasonable expenses properly incurred by him or her when acting on behalf of Deutsche Samstagsschule.

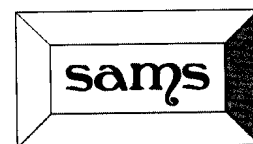
None of the income or property of 'Deutsche Samstagsschule Southampton' may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the 'Deutsche Samstagsschule Southampton'. This does not prevent:

- a) A member who is not also a member of the Management Committee (Trustee) from receiving reasonable and proper remuneration for any goods or services supplied to 'Deutsche Samstagsschule Southampton'.
- b) A Management Committee member (Trustee) from buying goods or services from 'Deutsche Samstagsschule Southampton' upon the same terms as other members or members of the public.



# **Deutsche Samstagsschule Southampton**

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### **6. Dissolution (Closing down the group)**

If the Management Committee decides that there is no further need for this group, or insufficient people can be found to take on committee responsibilities, then an Extraordinary Meeting must be held to agree that the group may be closed. Any money, equipment or other materials may be given to other groups in Southampton which seeks to pursue similar objectives. Those present at the Extraordinary Meeting will decide which groups this will be.

### **7. Amendments**

This Constitution may be amended by a majority vote at an Annual General Meeting as long as two thirds of the members are present.

### **8. Membership**

#### **a) Full Membership**

Parents of children attending the Deutsche Samstagsschule Southampton are automatically members as soon as they have filled in the application form for a prospective pupil, supplying relevant contact information in order that the Committee can ensure they are notified of meetings and data can be kept for administration and funding application purposes. For voting purposes, each family has one vote.

#### **b) Group Membership**

Interested groups and organisations who wish to support the objectives of the Samstagsschule Southampton may join the committee. Their role will however only be an advisory one and they will have no voting rights on the committee.

### **9. Cost of membership**

The Management Committee may set an annual subscription rate. Provision will be made for those who find it difficult to pay a lump sum.

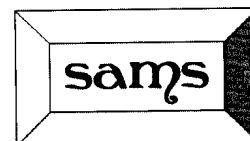
### **10. Termination of membership**

Membership is terminated if:

- i. the member dies;
- ii. the member resigns by written notice to the group unless, after the resignation, there would be less than two members;
- iii. any sum due from the member to the group is not paid in full within a week of it falling due;
- iv. the member is removed from membership by a resolution of the Management Committee that it is in the best interests of the Charity that his or her membership is terminated. A resolution to remove a member from membership may only be passed if:
  - a. the member has been given at least twenty-one days' notice in writing of the meeting of the Management Committee at which the resolution will be proposed and the reasons why it is to be proposed;
  - b. the member or, at the option of the member, the member's representative (who need not be a member of the group) has been allowed to make representations to the meeting.

# Deutsche Samstagsschule Southampton

## German Saturday School Southampton



### 11. Management Committee

There will be a Management Committee, elected annually from the membership, who will take responsibility for the management of the group and carrying out the objectives.

There will be a minimum of three and a maximum of five Management Committee members. Each of these members will have one vote.

If the Management Committee is not up to its maximum number, then other members may be co-opted during the year. These members must have their position confirmed at the next Annual General Meeting (AGM).

Other people may be invited by the Management Committee to attend in an advisory capacity. These may be Funders, Scrapstore Development Worker; SVS Development Worker; School Outreach Worker etc. These individuals may offer advice, but not vote; as they are not members of the Management Committee, they cannot share the responsibility of the Management Committee. The Management Committee should ask them to declare any interest when they are giving their advice.

### 12. Management Committee Officers

The Management Committee will elect, from their number, the following officers:

- i. A Chair, who ensures meetings run smoothly, everyone has their say and decisions are made.
- ii. A Secretary, who informs members of meetings, takes minutes, ensures records of membership are kept and helps the Chair make sure paperwork gets done.
- iii. A Treasurer, who oversees the money of the group, makes sure that it is being spent with the agreement of the committee and makes regular reports to the committee about this.

The whole committee is responsible for decisions on how the group meets its objectives, including how any money is spent.

### 13. Committee meetings

The Management Committee will meet a minimum of 4 times per year.

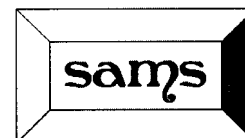
At least three Committee members must be present in order to make a decision (be quorate), and this must include at least one officer (Chair, Secretary or Treasurer).

If within fifteen minutes of the start of a meeting the Chair is not present, then those present will elect a Chair from their number for that meeting.

Any Committee member who has not attended three consecutive meetings, or whose apologies have not been accepted by the Management Committee will be deemed to have resigned from the Committee and a new member may be elected.

If a member is not present at a meeting, then the Secretary should ensure that they have the date for the next meeting.

Members have a duty to keep the secretary informed of current contact details.



#### **14. Working Groups**

The Management Committee may nominate working groups to organise events, training or activities.

Each working group will be chaired by a member of the Management Committee, but not all members of the working group need be a member of the Management Committee.

The working group will remain responsible to the Management Committee and will provide a report of its work, through the Chair of the group, at Management Committee meetings. If the Working Group Chair is unable to attend a Management Committee meeting, another member of the sub-group may attend to give a report.

#### **15. Extraordinary Meetings / Annual General Meetings**

An Extraordinary or Annual General meeting must be advertised via email to all members. All members should be given at least 28 days notice.

An Extraordinary or Annual General Meeting will be considered quorate if the committee members and at least one further member are present. If this number is not present, the meeting will be re-advertised and held between 14-28 days later. This meeting will be considered quorate, irrespective of the number attending.

At the Annual General meeting the committee should:

- Tell members what they have done- celebrate!
- Tell members what money they have, where they received it from, how it has been spent.
- Ask the membership to agree that the money has been spent well and accurately accounted for.
- Thank active and retiring committee members and anyone else who has helped.
- Recruit new members to the committee.
- Ask the membership to vote a new committee/ re-elect committee members to carry out the objectives.
- Ask the membership to agree to an independent examination of the accounts, if required.
- Ask for new ideas.

#### **16. Election of Officers**

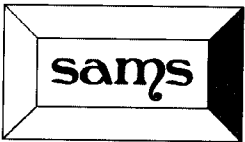
Any individual who is eligible for membership may stand for election as a Management Committee member. They should inform the Secretary of their intention to stand for election, seven days prior to the AGM; nominations can also be received during the AGM. If members are unable to attend the AGM, they may ask to be nominated by the membership through the Chair.

Individuals can serve on the management committee for as long as they are willing to. All those standing for election should seek a proposer and seconder to nominate them as suitable candidates to undertake the tasks required.

All those standing for re-election may be proposed and seconded en bloc.

# Deutsche Samstagsschule Southampton

## German Saturday School Southampton



Constitution adopted at the Annual General Meeting on 12 June, 2013.

Name, address and signature of Chair:

Name	Address	Signature
A. Lauermann Brauchtwaren	77 Lasswell Green Rd Southampton SO16 3DW	A. Lauermann

Name, address and signature of all committee members:

Name	Address	Signature
C. Boller-Jones	1, Old Grouchy Lane Leat 4, SOUTHAMPTON Southampton	C. Boller-Jones
C. Chalk	167 Manor Farm Road SO18 1WY Southampton	C. Chalk
Cl. J. C. JONES	15 Dene Close Salisbury Green SO31 7TF	Cl. J.