



RULES

1 NAME

The incorporated association is 'GREENHILLS PLAYGROUP INCORPORATED' (in these rules called "playgroup").

2 DEFINITIONS

"Act" means the Association Incorporation Act 1981
"Committee" means the Committee of Management of the playgroup.
"Financial Year" means the year ending on the 31st December.
"General Meeting" means a general meeting of members convened in accordance with the rules.
"Member" means a member of the Playgroup.
"Group Leader" means the members who is made responsible for the group session
"Rules" means these rules as decided by the Committee of Management.

3 ALTERATION OF RULES AND STATEMENT OF PURPOSE

The Rules and Statement of Purpose may be amended (in accordance with the Act) by a resolution passed by a three quarters majority of members at a general meeting convened for such purpose. New rules may only apply at the beginning of any new year.

4 APPLICATION FOR MEMBERSHIP REGISTER OF MEMBERS

- (a) Membership is open to every child in his/her pre school years, however bookings will be limited to 20 children only for any one session (or increased at the consent of session group leader).
- (b) All applicants must complete and sign a new enrolment form:
 - i) at the beginning of each year,
 - ii) with the addition of a new family member
 - iii) when person details change (i.e. Change of phone number, address, etc).
- (c) The enrolment form must have attached with it a set of the rules, the signature on the enrolment form ensures that the applicant accepts and will comply with the rules in order to become a member.
- (d) The enrolment secretary will be responsible to maintain a register of members in which the name, address, telephone number, membership number, date of enrolment and date of VPA Insurance payment is received. The register will not be available to members to view without committee approval.
- (e) Those families who cannot be placed in a playgroup session because of over numbers, will be listed onto a general waiting list and will be advised (by the enrolment secretary) when a place becomes available.

5 POLICIES

- (a) Applicants must agree to comply with the following policies:
 - i) **Behaviour:** Playgroup is a no hurting zone, all members are valued and respected. Parents/Guardians are responsible for supervising their own children. If there is a behaviour issue causing concern or if no reasonable action is seen to be taken, the group leader is to be notified. If there is no resolution, the committee are to be notified in writing and the issue discussed at the next meeting or in extreme cases a meeting called specifically.
 - ii) **Sickness:** If the attending children have any of the following illnesses or symptoms of, they must be kept absent from playgroup: Measles, Chicken pox, Conjunctivitis, Gastroenteritis, Whooping cough, Cold sores. If any member is concerned about appearances or illness of a child or parent/guardian, please consult the group leader,
 - iii) **Safety:** Any safety issue or concern should be brought to the attention of the group leader. All accidents should be recorded in the 'accident book' as soon as possible.



6 RESIGNATION OR EXPULSION OF A MEMBER

- (a) A member may resign at any time by contacting the enrolment secretary. All fees which have been paid will not be refunded.
- (b) **Members who have not paid due fees and who do not attend their scheduled session for 3 consecutive weeks without notifying the enrolment secretary will automatically lose their place for that session. The enrolment secretary will inform them in writing and allocate their place to the next available applicant on the waiting list.**

7 FEES

- (a) Victorian Playgroup Association (VPA) membership insurance is COMPULSORY and shall be paid on enrolment. The amount due is set by VPA, (including the amount payable for members who join mid to late in the year). The current fees are as per Appendix 1.
- (b) Health care card holders are entitled to a discount on VPA insurance. No discount rate will apply to term fees. Health care number must be quoted on the enrolment form. The current fees are as per Appendix 1.
- (c) The fee per term/per family shall be set by the Committee each year. **The fees shall be paid by the second week of each term.** New members commencing more than halfway through a term will pay (in full) a set weekly fee for the remainder of that term. The current fees are as per Appendix 1. **Members are to ensure a receipt is issued for any payments made.**
- (d) **Members that are un-financial by the due date are NOT to attend their session until their fees have been paid. In the event that there are families on a waiting list, the position of an un-financial member may be given to families on a waiting list.**
- (e) All committee members are entitled to a discount rate as set by the Committee each year. The current fees are as per Appendix 1.

8 COMMITTEE OF MANAGEMENT

- (a) The committee of management shall be responsible for carrying out the tasks necessary for the administration, and development of the playgroup as agreed by the members. The committee of the playgroup shall consist of (as a minimum):
 - i) President
 - ii) Treasurer
 - iii) Secretary/Public Officer
 - iv) Enrolment Secretary/VPA contact
 - v) Fundraising Officers
 - vi) Maintenance Officers
 - vii) Group Leaders/General members (preferably one member from each session)
- (b) The committee members shall hold office until the next AGM and are eligible for re-election at that time.
- (c) Nominating for any positions is by self-volunteering. A candidate may hold no more than two positions.
- (d) A committee member is entitled to one vote for any resolutions. If votes are equal, the President is entitled to exercise a second or casting vote. There shall be no proxy voting.
- (e) The committee may form sub-committees to deal with specific matters as the need arises and delegate to these sub-committees such powers and responsibilities as they deem necessary. The scope, responsibilities and powers of a sub-committee must be agreed to at a general meeting and recorded in the minutes. Sub-committees shall report their operations to the committee of management and these reports shall be included in the minutes
- (f) A committee position will be declared vacant on:
 - i) The death of a committee member.
 - ii) The resignation of a committee member in writing.
 - iii) The absence of a committee member from more than 3 meetings without leave from the committee
 - iv) Removal of a committee member as voted by two-thirds majority of members present at a general meeting.
- (g) A vacant position will be advertised at the address of the playgroup for nominations. The position shall be filled on a first-in basis and the successful candidate will be introduced at the next general meeting.

9 NOTICE OF MEETINGS

- (a) The Secretary of the playgroup shall at least 7 days before the date fixed for holding a meeting, advertise at the address of the playgroup, the date, time and venue for the said meeting, including an agenda of items for discussion.
- (b) A member intending to bring any business before a meeting may notify in writing (by letter or email) the Secretary of that business, who must include that business in the agenda of the next general meeting.

10 GENERAL MEETINGS

- (a) The playgroup shall convene a General Meetings at least one (1) per term (minimum 4 per annum).
- (b) A Quorum shall consist of not less than 5 members. In the absence of a quorum, the meeting shall be re-advertised for a date within 21 days of the cancelled meeting.



11 ANNUAL GENERAL MEETING

- (a) The AGM shall be held any time prior to end of Term 4, at which time the Committee of Management shall retire or become re-elected.
- (b) The ordinary business of the AGM shall be:
 - i) To confirm the minutes of the previous AGM and or any General Meeting held since that meeting
 - ii) To receive from the Committee the reports upon the transactions of the playgroup during the year.
 - iii) To elect the Committee of Management for the coming year.

12 PROCEEDINGS AT MEETINGS

- (a) The President shall preside at each meeting of the playgroup.
- (b) No item other than those on the agenda will be discussed at any meeting.
- (c) The Secretary shall take minutes of all meetings and keep accurate records in their possession of all minutes. Minutes are to contain resolutions, names of people present and proceedings of each meeting in a book provided for the purpose. A copy of the minutes will be issued to each individual committee of management member and a general copy displayed at the address of the playgroup within 1.4 days of the meeting.
- (d) A resolution to any issue arising shall be determined on a show of hands. Each member present is entitled to one vote. In the case of equality of votes for resolutions, the President is entitled to exercise a second or casting vote. There shall be no proxy voting.

13 DISPUTES AND MEDIATION

The parties of any dispute must meet and discuss the matter in dispute before the committee of management at general meeting called specifically for discussion. If parties are unable to resolve the dispute, a second meeting shall be arranged within 10 days in the presence of a mediator, appointed or employed by the Dispute Settlement Centre or Victoria Department of Justice.

14 FUNDS

- (a) The Treasurer shall keep correct accounts and records showing the financial affairs of the playgroup with full details of all receipts and expenditure connected with the activities of the playgroup. A short financial report should be presented at each meeting.
- (b) Cheques shall be signed by the Treasurer and any one of two other committee members nominated by the committee. The financial institution should be notified accordingly.
- (c) The funds of the playgroup shall be derived by the term subscriptions, fundraisers and such other sources as the committee determines and lodged in a bank or building society approved by the committee

15 WINDING UP OR CANCELLATION OF THE PLAYGROUP

In the event of the playgroup being wound up or cancelled any and all debts and liabilities shall be settled first. Any assets owned by the playgroup shall be given to a similar body or charity as determined by the current committee.

16 CUSTODY OF RECORDS

The Secretary shall be responsible for the custody of records and securities of the playgroup.

17 SEAL

The common seal of the playgroup must be kept in the custody of the Secretary. Any document issued must be endorsed with the seal and signed by two committee members.

18 WORKING BEES

ALL families are required to assist during the year at working bees to maintain the playgroup and equipment. Working bees will be organised by the committee and members advised of rosters.

19 AUDIT

The records of the playgroup (as maintained by the Treasurer) shall be checked by an Accountant each year to the 31st December and presented to the Secretary/Public Officer to submit in the following year.

20 HIRE OF TABLES EQUIPMENT

For insurance purposes NO item stored in the storeroom may leave the premises, with the exception for (at home) cleaning purposes. In this case the 'IN / OUT' register must be completed by the member removing the items and witnessed by the group leader.



Appendix 1

SCHEDULED FEES - as agreed to by Committee of Management 2010

Victorian Playgroup Association (VPA) Insurance

'For insurance purposes 'the family' is described as the child(ren) and the parents who attend the playgroup session. Children can be natural, adopted, foster or stepchildren. Grandparents are deemed family when nominated on the application form. Registered nannies, Family Day Care providers and children registered with a Family Day Care scheme are deemed a special family. Other care providers, such as unregistered nannies, friends, other relatives and neighbours are not deemed family for membership insurance purposes and must pay a separate membership fee.

Playgroup Victoria Insurance Fee

Members	\$ 25.00 calendar year per family
Healthcare Card Holders	\$15.00 calendar year per family

Playgroup Term Fees

General Members	\$35.00 per term per family
Committee Members Secretary, Fundraising Officer, Storeroom Officer & Publicity Officer	\$ 25.00 per term per family
Executive Committee President, Vice President, Treasurer & Enrolment Officer	\$0.00 per term per family

ALL members pay \$5.00 Fundraising Levy per term, per family.

For members who have joined more than halfway through a term will be required to pay **(in full)** \$ 3.50 per week per family for the remainder of that term. Plus levy

NO further discounts apply to committee members or healthcare card holders.



Group Responsibilities

ALL groups need to make sure:

- ALL hall doors are locked and lights are off at the end of each session
- Key is returned to the adjoining centre after your session
- The hall is cleaned at the end of each session- includes vacuuming and cleaning the kitchen
- All toys are to be packed back in their correct boxes
- ALL toys/equipment is packed back in the storeroom in their correct place
- That the storeroom is left tidy and safe- how it should be
- Report if any of the above has not been done by the previous group to the president so that it can be traced and addressed promptly
- Report in the Requisition book any short supplies to Purchasing Officer- tea/coffee/sugar etc
- Complete your allocated cleaning/stocktake equipment each term
- When your Group Leader is unavailable: have a member from your group attend every committee meeting

Member Responsibilities

Each member is to ensure:

- your fees are paid within the first 2 weeks of each term
- you abide by the playgroup's rules at all times
- your enrolment details are kept up to date eg: birth of new babies, change of address
- you help out with all of the responsibilities of your group listed above
- you remember you are responsible for your child/ren at ALL times

Playground Reminders

Please remember when using the outdoor area:

- this area is made available to us by the adjoining centres and is owned by them, not us.
- Children are to be supervised at **ALL times** by adults
- Sandpit cover is to be removed FIRST- NO climbing, standing or sitting on the cover
- ALL equipment is to be packed away and key to be returned to storeroom door after session
- Any damage to any equipment must be reported to the Playgroup's Neighbourhood Centre contact immediately
- Equipment is to be used and treated with respect
- Children are not to remove sand from the pit or put bark in it
- For safety reasons: Sand is not to be put in the cubby house or the police vehicle
- We are a SUN SMART playgroup. Children are to wear hats and sunscreen when outdoors. Spare sunscreen and hats are in our storeroom cupboard.
- Storeroom toys are not to be taken outside- some of our brand new cars were found in with the sandpit toys last year.