

BYLAWS



SEPTEMBER 1994

TE AKORANGA PLAYCENTRE ASSOCIATION INCORPORATED
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TEAMS

1.0 TEAMS:

1.1 The Teams of the *Executive* shall be:

- Education
- Liaison
- Workshop
- Equipment
- Public Relations
- Publications
- Librarian
- Property
- And any Team as the *Executive* sees fit.

1.2 Each Convenor of the Team shall be elected at the Annual General Meeting.

1.3 Election of Association Teams:

1.3.1 The election of Association Teams shall be held at the Annual General Meeting.

1. 3.2 Nominations for Team Members shall be called for by the Association Secretary not less than eight (8) weeks before the Annual General Meeting.

1. 3.3 Nominations shall be in the hands of the Association Secretary four (4) weeks before the Meeting.

1. 3.4 Nominees for election shall complete a biography, the form of which shall be authorized by the Association Secretary from time to time.

1.3.5 Notice of Nominees and biographies shall be circulated by the Association Secretary not less than two (2) weeks before the Meeting.

1.3.6 Nominations may be received from the floor at the Meeting, but in each case the nominees shall complete a biography, as in clause 1.3.4, and such biographies together with those of previously notified nominees shall be read to the Meeting by the Association Secretary or Chairperson.

1.3.7 No nominee for election will be able to address the Meeting in support of their nomination.

1.3.8 The maximum term of Office that any person shall hold, of anyone position, shall be three (3) years.

1.3.9 That nominees for all Association Team Positions are required to have completed a Treaty of Waitangi workshop approved by the Association.

- 1.4 Any Team which has delegated to it by the *Executive* the power to receive and/or distribute monies the property of the Association, shall account for such monies to the satisfaction of the Treasurer.
- 1.5 Each Convenor shall be responsible for organising an annual Centre Officers Workshop.
- 1.6 Each Convenor is to present a written monthly report to Executive and/or Association Meetings.
- 1.7 Minutes must be kept of Team Meetings in accordance with C11.7 (*Sept 94 now C11.9*)

2.0 EDUCATION TEAM:

2.1 Duties of the Education Convenor:

2.11 To supervise and co-ordinate the Association *Training* Programme.

2.12 To maintain the *Training* Register.

2.13 To circulate Annual *Training* Requirements.

2.14 To supply the Executive with all necessary information for the appointment of *Liaison Officers*.

2.15 To recommend to the *Executive* the approval of Centre Supervision Plans.

2.16 To present an Annual Report to the Annual General Meeting.

2.17 To compile the certificate List.

2.18 To liaise with Federation, other Associations, and outside bodies in matters relating to *Training*.

2.19 To Chair Education committee Meetings.

2.110 To liaise with and support Education Committee *Members*.

2.111 To attend Workshop Team Meetings.

2.112 All facilitators for Playcentre *training* and *education* be required to complete a Treaty workshop provided by the Association or a similar course.

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2.2 Duties of the Education committee:

- 2.21 To define, revise, administer and execute the Association's ***Training*** Programme.
- 2.22 To maintain a record of current Trainees.
- 2.23 To provide *Training* material.
- 2.24 To administer the *Liaison Officers' Training* Programme.
- 2.25 To liaise with and support Centre Education Officers.
- 2.26 To approve, support and liaise with all Leaders and Commentors involved in the *Training* Programme.
- 2.27 To advise the Executive whether new Playcentres' *Training* Programmes are sufficiently advanced to warrant these Playcentres being *recognised by the Executive*.
- 2.28 To meet at least twice a term to conduct business specifically related to Education.

3.0 WORKSHOP TEAM:

3.1 Duties of the Workshop Co-ordinator (Education Team):

3.11 To support and promote the development of the Association Workshop Programme.

3.12 To convene Workshop Team Meetings at least twice a term.

3.13 To *work in close co-operation with the Executive and Playcentre representatives towards developing Workshop facilities in each area.*

3.14 To liaise with other Associations and organisations in matters pertaining to Workshops.

3.15 To attend Education Team Meetings.

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3.2 Duties of the Workshop Committee:

- 3.21 To regularly assess / define and administer the Workshop requirements of the Association.
- 3.22 To organise and promote workshops/ *discussions, courses, seminars and similar activities.*
- 3.23 To distribute information and Workshop material.
- 3.24 To support and provide for the Workshop needs of Playcentre families and encourage Centre Workshop Officers to promote the Workshop Programme.

4.0 LIAISON OFFICERS COMMITTEE;

4.1 Duties of the Liaison Convenor:

- 4.11 Chair monthly *Liaison Officers* Meetings.
- 4.12 Report to Association and Executive Meetings.
- 4.13 Be available to assist *Liaison Officers* with Centre matters.
- 4.14 To ensure all Centres have a *Liaison Officer* or Contact Person.
- 4.15 Make recommendations of the appointment of new *Liaison Officers* to Association and/or Executive Meetings. *write* to Centres for *Liaison Officers* endorsement.
- 4.16 Visit as many Centres as possible with the Centre *Liaison Officer*.
- 4.17 Inform Association Treasurer of any *Liaison Officers* resignation or any new *Liaison Officers*.
- 4.18 To attend Education and Workshop Meetings.
- 4.19 Centre Support People be appointed by the Association, only to group sessions with a roll of 10 children or more.
- 4.110 That all *Association* Centre *Visitors* are required to have completed Treaty of Waitangi workshops and are supportive to treaty issues and maori initiatives.

4.2 Duties of the *Liaison Officer*:

- 4.21 To interpret the Association policy for Centres and bring Centre matters to the *Liaison Officers* Meetings. The Liaison Convenor brings recommendations from these *Liaison Officers* Meetings to the Executive and/or Association Meetings.
- 4.22 To be familiar with the circumstances and background of the Centre, the Centre Secretary should notify the *Liaison Officer* of Meetings and send Centre Newsletters. To attend the Centres / functions and Meetings, where possible.
- 4.23 To remind Centres of Association Meetings, courses, workshops and functions.
- 4.24 To remind Centre Secretaries to inform the Association Secretary of any change of Officers and addresses. To inform Education Committee of changes in sessions for approval.
- 4.25 To attend the Centres' Annual General Meeting, or arrange for an Executive Member to attend.
- 4.26 To assist as necessary with the Parent Education Programme and ensure that *Introductory Talks* are given to all Centre families and that *Training/Introductory Talks* records are up to date.
- 4.27 To assist the Equipment Officer with the annual basic equipment check, and remind them of end of term checks and *Government subsidies*.
- 4.28 To visit each group in the Centre once a month and/or as otherwise required.
- 4.29 To attend the regular *Liaison Officers* Meetings.
- 4.210 To hand in or post in written reports to the Liaison Convenor in time for the monthly *Liaison Officers* Meetings.
- 4.211 To attend Centre Evaluation Meetings when asked, or when Supervision Approvals are discussed.
- 4.212 To attend a combined *Education/Liaison Officers* Meeting / when Centre Supervision Approvals are discussed.
- 4.213 To be familiar with such Federation and Department of *Education* forms as the Centre may receive and assist in their completion.
- 4.214 That Centre *Visitors* need to have completed;
Group Skills and Communication (Leadership One)
and Play Awareness (Part One);
and be ongoing in Playcentre *Adult* Education.

5.0 EQUIPMENT TEAM:

5.1 Duties of the Equipment Convenor:

- 5.11 To assist new Playcentres with establishing their equipment at least to the minimum standard laid down by the *Association Executive*.
- 5.12 To advise established Playcentres on the Initial List of Equipment as laid down by the *Department of Education*.
- 5.13 To advise established Playcentres on maintenance, construction, purchase, designs for equipment and storage facilities.
- 5.14 To investigate and evaluate equipment and to encourage and promote new ideas regarding equipment.
- 5.15 To hold an information file on equipment for use of Playcentres.
- 5.16 To continually investigate the required standard of minimum equipment.
- 5.17 To ensure that all equipment is maintained at a reasonable safety level.
- 5.18 To ensure that Centre Equipment Officers understand their role and hold the appropriate records.
- 5.19 *To forward Centre Subsidy Claims to the Department of Education.*
- 5.110 To annually distribute Equipment Room Cards to Centres.
- 5.111 To ensure the Association is represented at the Meetings of the Auckland Equipment Rooms and submit reports of such Meetings to the Executive.

6.0 PUBLIC RELATIONS TEAM:

6.1 Duties of the Public Relations Convenor:

- 6.11 To keep the general public informed on the value of early childhood education and parent education and on all facets of the Playcentre Movement.
- 6.12 To distribute publicity and display material to the Playcentres as required.
- 6.13 To edit permanent Public Relations material relating to Playcentre and to oversee the publication of such material.
- 6.14 To oversee the production of publicity items. (eg. Badges).
- 6.15 To ensure that Playcentre publicity material is displayed attractively and extensively in the community.
- 6.16 To edit and distribute a regular Association Newsletter/Magazine.
- 6.17 To visit Centres and assist them where necessary.

7.0 PROPERTY TEAM:

7.1 Duties of the Property Manager:

- 7.11 *To inform Centres of Government Buildings and Maintenance Schemes and update as necessary.*
- 7.12 *To liaise with Centres, Association, Education Department and Board, Local Bodies and Federation.*
- 7.13 *To attend Education Department, Education Board and Federation Meetings, when necessary and submit reports of such Meetings to the Executive.*
- 7.14 *To assist Centres with all applications for Buildings, sheds and maintenance.*
- 7.15 *To maintain a complete Buildings File of all Centres in the Association, including Leases and Lease Agreements.*
- 7.16 *To apply to the Education Board, annually, for the Minor Maintenance Grant, available for each Centre owned by the Board, or Crown, or Centre.*

8.0 PUBLICATIONS/LIBRARIAN CO-ORDINATOR (EQUIPMENT TEAM);

8.1 Duties of the Publications/Librarian Co-ordinator (Equipment Team)

- 8.11 To continue to upgrade the Association Library Collection.
- 8.12 To keep the Association informed of new books, purchase and prepare these as necessary.
- 8.13 To encourage Centres to use the Library, and obtain Library cards.
- 8.14 To assist Centre Librarians in obtaining, care and repair of books.
- 8.15 To maintain a complete collection of Playcentre Publications.
- 8.16 To promote and sell Publications to Centres, schools and the community.
- 8.17 To ensure that all Centres have adequate collections of books and Playcentre publications for their *training* Programme and Parent Education in general.
- 8.18 To attend and report to the Association on all Librarians' and Publications Meetings.

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CONDUCT AND ORGANISATION OF PLAYCENTRES

10.0 MEMBERSHIP:

The Members of a Playcentre shall be:

10.1 All parents or parent substitutes who have children enrolled at the Playcentre, such persons to retain Membership until the Annual General Meeting of the Playcentre directly following the departure of the child from Playcentre.

10.2 Supervisors and Assistant Supervisors appointed by the Playcentre.

10.3 Any other person who applies to the Playcentre, whom that Playcentre accepts as a Member.

Persons shall cease to be Members of a Playcentre by:

10.4 Voluntary resignation.

10.5 At the direction of the Playcentre after seeking approval of the Association Executive.

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11.0 OBJECTS:

11.1 To organise Play Sessions for a *group or groups of pre-school children*.

11.2 To conduct a Parent Education Programme.

11.3 To maintain equipment in accordance with the **Mini1llu1ll** Standard *uist*»,

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12.0AIMS AND OBLIGATIONS:

12.1 To conduct a Playcentre for a group of children from birth to six years, provided that children under the age of two-and-a-half are accompanied by a parent or parent substitute.

12.2 All children may attend up to five Playcentre sessions per week for which they are enrolled.

12.3 To have available at all times, equipment on the *Basic Standard List*, plus any additions which from time to time may be decided upon by the New Zealand Playcentre Federation Incorporated and to maintain such equipment in good working order.

12.4 To carry out Parent Education Programmes in accordance with the Standards determined by the Association.

12.5 To keep Rolls and Records of attendance of children as provided in B19.0.

12.6 Undertake to have at least one Trainee per year for every ten children enrolled in the Playcentre, *for the purpose of receiving the Government Grant.*

12.7 *No child may attend two different Playcentres except where a session is catering for older children. The initial decision to allow other Centres to attend that special session is to be made by the hosting Centre.*

12.8 That smoking within all Playcentre buildings and grounds be prohibited during child funded sessions.

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13.0 PLAYCENTRE SESSIONS:

13.1 Each session shall be for a minimum period of two-and-a-half hours. A two-and-a-half hour Session does not include packing up time.

14.0 SUPERVISION:

14.1 A Playcentre may consist of one or more separate groups of not more than 30 children as in B19.0.

14.2 Each Playcentre shall review a Supervision Plan every Term and submit it to the Education Team for consideration, with the assistance of the Liaison Team.

14.3 No person shall be at the same time a President, Secretary, Treasurer, of a Playcentre and a Supervisor of that Playcentre. The husband or wife of a Supervisor or Assistant supervisor shall not be elected President, Secretary or Treasurer. In exceptional circumstances permission must be sought at an Approvals Meeting.

14.4 The Supervisor/s and parents of the Playcentre Group shall be responsible for maintaining the quality and standards of the Session.

14.5 supervisors and Assistants:

Chosen by the parents in the Group concerned and approved by the Association. Supervisors should have at least Part 2 and hold a recognised and current First Aid certificate. Assistants should have at least Part 1. All Supervisors and Assistants are expected to continue in the Parent Education Programme, either by working towards the next step in their Training or in some other way negotiated with the Education committee. continuity of Supervision from Session to Session must be maintained by a Supervisor, or an Assistant if special permission is granted from an Approvals Meeting.

A Playcentre at each Supervised Session, shall provide the following adults:

- 11 to 1 children 1 Supervisor 1 Parent Helner
- 1 to 1 children 1 Supervisor 2 or 3 Parent Helners
- 2 to 3 children 1 Supervisor
- 1 or 2 Assistant Supervisors
- 2 or 1 Parent Helners
- A 1 to 5 adult to child ratio must be maintained

14.6 Team Supervision:

A Supervised Session with the Supervision being shared by 3 or more trained or training people sharing responsibility for running Sessions... Continuity of Supervision must be maintained by a member who is at least working towards a Part 2 Certificate, and has completed the written assignments in the Part 2 Workbook, and the Settling Assignments, and a Member who holds a recognised and current First Aid certificate. All members of the Supervision Team are expected to continue in the Parent Education Programme, either by working towards the next step in their training, or in some other way negotiated with the Education Committee.

A 1 to 5 adult to child ratio must be maintained on a Team Supervised Session with Part 2 continuity.

A 1 to 4 adult to child ratio must be maintained on a Team supervised Session without Part 2 continuity.

14.7 Group Supervision:

The parents as a group decide to take responsibility for running the Sessions. As all parents are responsible for running the Sessions, they should each be involved in some level of the Parent Education Programme. Sharing on a Group Supervised Session will be approved by an Approvals Meeting if a reasonable level of *training* is maintained. Children aged 2 1/2 years and over to be left on a Group Supervised Session only when approval to share has been given and the Group agrees that the child is settled.

A 1 to 2 or 1 to 3 adult to child ratio must be maintained, depending on the level of training within the Group.

14.8 Combined Session for Older Children:

Where an Older Childrens session *is comprised of 2 or more separate Groups or Centres*, continuity of Supervision within the Group to be provided by a Supervisor. The children to be left on a Session only when the supervisor and the parents agree that the child is settled.

14.9 Combined Group Supervised Session for Older Children:

An Older Childrens Session *comprised of 2 or more separate Groups or Centres*. The children to be left on the Session only when the *Group* and parents agree that the child is settled.

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15.0

15.1

PLAYCENTRE OFFICERS:

15.2

Each Playcentre may appoint a Patron or Patroness annually.

15.3

Each Playcentre must elect annually:

15.4

President

Secretary

Treasurer

Equipment Officer

Education Officer

Workshop Officer

Librarian

Property Officer

Public Relations Officer

Welcoming Talks Officer

and any such other Officers that the Playcentre may deem necessary for the running of the Playcentre.

Each Playcentre must send a representative to attend each Annual Centre Officers' Workshop.

Each Playcentre Officer should submit a written Report to their monthly Centre Meeting.

16.0

16.1

MEETINGS OF A PLAYCENTRE:

The Annual General Meeting of a Playcentre shall be held after the 31st August and before the 30th September each year, the Books to be audited before the Annual General Meeting. In the event of the audited Books not being presented at the Annual General Meeting the Meeting shall be postponed.

16.1a

The Playcentre books are to be audited by a person who is recognised by the New Zealand Society of Accountants.

The business conducted at the Annual General Meeting shall be:

16.11

16.12

16.13

16.14

16.15

To elect Officers as in B15.2.

To appoint voting delegates to attend the Association Annual General Meeting as in CS.2. (Sept 94 now CIO.2)

To receive the Reports of the Playcentre Officers.

Presentation of The Statement of Income and Expenditure.

To consider any General Business which is put before the Meeting.

16.2

16.3

16.4

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16.7

A Playcentre Annual General Meeting shall be chaired by that Centre's *Liaison Officer, Centre Friend*, or an Executive or Honorary Member of the Association.

Ordinary Meetings of the Playcentre shall be held each month or as often as required, but not less than nine times per year. One parent or parent SUBstitute from each enrolled family must attend at least one meeting per term.

Any five Members of a Playcentre shall be entitled to request a special General Meeting. Application for such a Meeting shall be made in writing to the Playcentre Secretary, stating the business which the Members wish to put before the Meeting. The Secretary shall call the Special General Meeting within three weeks, and in the event of the Secretary not complying, the Members shall have the power to call the Meeting themselves.

The President shall be responsible for ensuring that there is a suitable chairperson for each General Meeting.

voting shall be one vote per family at any General Meeting, which may be cast by either parent. This Rule shall be understood to imply that where through death, separation or for any other reason, the children of a family are looked after by only one parent, or a parent substitute, that parent or parent SUBstitute shall alone have the full rights.

The Chairperson's declaration that a motion has been carried or lost on the voices, shall be *inclusive*, but any Member present and entitled to vote who is dissatisfied with the Chairperson's ruling may demand a show of hands. Any two Members present and entitled to vote may demand a ballot.

16.8 The Chairperson at any Meeting shall have a deliberative vote and in the event of an equality of votes, shall have a casting vote.

16.9 Decisions shall be determined by a simple majority.

16.10 Only those people who have read the minutes and were present at the previous meeting can move or second the motion of approval of the minutes of that meeting.

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17.0 DUTIES OF A PLAYCENTRE:

- 17.1 The Playcentre shall consist of both parents or parent substitutes of each child enrolled and those Members as qualified in B10.0.
- 17.2 Each Playcentre shall be autonomous and responsible for it's own welfare subject only to the terms oOf these *Rules*.
- 17.3 The Playcentre shall conduct it's own administrative affairs.
- 17.4 The Playcentre shall encourage free discussion between all parents at regular monthly Meetings.
- 17.5 Each Playcentre shall be responsible for providing premises that are approved by the Association and Department *of Education*.
- 17.6 The Playcentre shall be responsible for finding persons to act as Supervisors and/or Group Leaders and for recommending such persons to the *Executive for approval*.
- 17.7 To determine payment of the Supervisor and Assistant supervisors.
- 17.8 Each Playcentre shall be responsible for handling it's own finances and to submit a financial statement to the Executive each term.
- 17.9 Be responsible for arranging Insurance through the Association and meeting accounts for such policies. Buildings should be Insured for total replacement value and equipment Insured to the value recommenedged by Federation.
- 17.10 Shall purchase such equipment as is necessary.
- 17.11 Shall fix the rate of such fees as are required to be paid by all Members.
- 17.12 Shall see that there is a Roster of Parent Helpers.
- 17.13 Each Playcentre to be responsible for providing the required *Training Programme and maintaining Parent Education*.
- 17.14 To supply voting Delegates as in *C5. 2 (s ept: 94 now CIO. 2)* to attend the Annual General Meeting and any General Meeting of the Association.
- 17.15 To fill in Returns issued by the Department *of Education* and forward them to the Association Secretary.
- 17.16 Each Playcentre may determine the length of it's operating term.
- 17.17 Each new Playcentre member must complete three Welcoming Talks within two Terms of joining. Following these three talks the Welcoming Talk Workbook will be completed.
- 17.18
- | | |
|---|---------------------------------------|
| That any person giving Welcoming Talks 2 attended a Treaty of Waitangi Workshop, Association. | or 3 needs to have as approved by the |
|---|---------------------------------------|

18.0

18.1

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18.3

PARENT HELPERS:

Every family who has a child at Playcentre shall be on the Roster of Helpers and shall take their turn as a Helper at the *Play Sessions*, but this requirement may be waived at the discretion of the Playcentre parents, after due consideration of the circumstances. It may not be waived for the reason that the parent is in employment, unless the said family is able to undertake other duties.

Before helping at a *Play Session*, all helpers shall have received such instruction as is sufficient to enable them to undertake the work and such instruction shall be given in accordance with the Standards determined by the Association.

Where a matter of general financial concern to any Member of a Playcentre is not settled to their satisfaction, then the matter can be referred to the *Liaison Officer* of that Playcentre or to the Association Executive.

19.0

ATTENDANCE ROLLS AND RECORDS:

Each Playcentre shall keep the following records:

19.1

19.2

A complete and accurate Roll of all the children at the Playcentre, in attendance at each Session.

19.3

19.4

The roll of a Playcentre session shall not be more than thirty children.

The Playcentre shall be given the option to include or not include, on their roll, those children under one year of age.

These children if excluded, shall be included on a Cradle Roll.

In the event of the roll of a Playcentre rising above thirty children, the Playcentre may, with the consent of the Executive while retaining the same President, Vice-President and Officers, open another session to cater for these children.

19.5

A Roll of adults recording information of attendance at Introductory Talks, Workshops, *Training* and any Certificates gained.

19.6

19.7

A Roster of Parent Helpers.

19.8

Two complete lists of equipment. One to be held by the Secretary and one to be held **by** the Equipment Officer.

19.9

A complete and accurate record of Minutes of all Ordinary Special and Annual General Meetings.

Any financially related papers to be kept for a minimum of seven years. Correspondence and general papers to be kept for a minimum of *three years*. All Attendance Registers and Minute Books to be kept. (If storage of such records becomes a problem, the Executive should be approached.)

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FUNDS:

Each Playcentre shall balance it's accounts and send them to the *Association Secretary at the end of each term.*

The accounts of each Playcentre shall be balanced as at the 31st August in each year, and a resume Statement and Balance Sheet, *by a fully qualified professional Accountant* shall be presented to the Annual General Meeting of each Playcentre.

A Statement of Income and Expenditure is presented at each monthly Meeting.

All Levies from Bulk Funding Grants are payable one month after receiving an invoice from the Association Treasurer.

The funds of each Playcentre shall comprise:

- 20.51 Members' subscriptions at a rate determined by the Playcentre.
- 20.52 Any donations received by the Playcentre and any funds raised by it.
- 20.53 Grants paid to the Playcentre by the Department of *Education* distributed in such a manner approved at any Annual or General Meeting of the Association.
- 20.54 That immediately upon receipt from the Government each *Sessional* Grant be invested for a period of six months before distribution to Centres and any interest gained be used for the benefit of Centres.

A duplicate monthly bank statement be sent to the Centre President.

Playcentre Books are to be closed and accounts to be prepared and audi ted by a *professional* accountant whenever a new Treasurer takes up that position.

21.0

21.1

21.2

ESTABLISHING A PLAYCENTRE:

A group of parents wishing to start a Playcentre should notify the Association Secretary of their intention. The Association shall supply the group with written material and all possible practical assistance.

To affiliate to the Association you may be:

21.21

21.22

21.23

deleted

Preparatory Playcentre: A group of families with a minimum of eight children working towards full recognition.

P1aycentre - A group of families, affiliated to Te Akoranga Playcentre Association Incorporated and who are fully recognized by the *Department of Education* in accordance **with** *Department Standards (Ej25j8j)*.

22.0

22.1

CLOSING A PLAYCENTRE:

In the event of a Playcentre being unable to continue in operation, it must apply to the Association Executive for permission to go into recess. A Playcentre shall neither go into recess nor wind up except with the written consent of the *Association Executive*.

22.2

A Playcentre shall first go into recess for a period of up to 24 months, all assets and funds to be held in a Trust Account and all interests in land, leases and buildings go to the Association to be administered by the Association during that period.

22.3

22.4

When the *Association Executive* approves the reformation of a Playcentre, the funds and assets so held in Trust, shall become the property of and be administered by the Playcentre.

22.5

22.6

22.7

If at the end of 24 months, the Playcentre has not re-opened or a *Committee reformed*, a Public Meeting shall be called to assess the prospect of the Playcentre re-opening. If a new Playcentre *Committee* is not formed at this Meeting, then funds and assets so held in Trust shall vest in the Association.

In the event of a Playcentre winding up all funds and other assets including interests in land, leases and buildings, shall revert to the Association, and shall be dealt with as the Association sees fit.

Where any Playcentre does not meet the requirements of the Association, the Association shall, after consultation with the Playcentre, apply to the *Director General of Education*, for the withdrawal of recognition of the Playcentre.

Provisional or full recognition may be withdrawn by the Director-General of Education if he considers such action necessary without application being made by the Association, but after consultation with the Association and Playcentre.

23.0

23.1

ALTERATIONS TO THE BYLAWS:

The Association may from time to time lay down *Rules* setting out in detail the duties of Officers, the conduct and organisation of Playcentres, the powers and duties of committees and Teams and any other matters which the Association thinks fit, being consistent with this constitution. These *Rules* may be altered, added to or rescinded by a simple majority of those Members present and entitled to vote at any General Meeting of the Association, subject to fourteen days clear notice in writing being given by the Association Secretary to all Playcentres and Executive Members.