



**BOSCO**

**Beckenham Out of School Care Organisation**

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# BOSCO INCORPORATED

*Trading As Beckenham Out Of School Care Organisation)*

(Management Committee and Meeting Policy and Procedure's)

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# **THE SOCIETY**

## **1.0 Title**

- 1.1 The name of the Society shall be BOSCO Incorporated, Trading as Beckenham out of School Care Organisation Incorporated.

## **2.0 Purpose and Objectives**

- 2.1 The purpose of BOSCO Incorporated is to provide quality care and recreation for children and youth aged between 5 and 13 years after school and during the school holidays throughout the school year. It is also to meet the needs of parents/caregivers who work and/or wish for their child/ren to attend an after school and/or holiday programme. Children come from Beckenham, Thorrington , St Peters, Cashmere, Hillview Christian and potentially other schools within the local area.
- 2.2 The objectives of BOSCO Incorporated is
- To help young people learn to enjoy and make good choices about how to spend their leisure time;
  - To recognize the variety of needs children have after a day at school, by providing a safe, friendly, relaxed and non-institutionalized environment;
  - To be aware of individual potential and promote non-racist, non-sexist and non-stereotypic attitudes;
  - To provide safe and quality supervised child care, meeting the needs of the community;
  - To provide affordable After School and holiday care.

## **3.0 History**

- 3.1 BOSCO Incorporated began in 1993 as a response to an identified need by the Council for an After School Programme in this geographical area. While the impetus for BOSCO Incorporated came from the council, the funding provided by them for this programme was an absolute minimum. BOSCO Incorporated therefore had a very insecure start in terms of clientele and funding. BOSCO Incorporated is reliant on fees and grants for its operation. BOSCO Incorporated is also hampered by having no premises or facilities of its own.

# **MANAGEMENT OF THE SOCIETY**

## **4.0 Managing Committee**

- 4.1 BOSCO Incorporated is managed by a voluntary committee of parent/caregivers, past and present.
- 4.2 BOSCO Incorporated Management Committee will be composed of a Chairperson, Treasurer, Secretary, and Supervisor plus no less than two ordinary Members and no more than five (5) ordinary Members.
- 4.3 The Management Committee will have the power to fill any places vacant following the Annual General Meeting, or any vacancy that arises in the Management Committee or among its named officers until the next Annual General Meeting.
- 4.4 The Management Committee will have the power to fill any vacancies in relation to staff at the BOSCO Incorporated programmes.
- 4.5 Elected Members of the Management Committee will retire at each Annual General meeting (excluding the Supervisor (subject to performance reviews), but will be eligible for re-election at the same and subsequent meetings. Newly elected Management Committees will take office immediately upon their election.
- 4.6 If a Member of the Management Committee, including an office-bearer does not attend three (3) consecutive meetings without leave of absence that Member may, at the discretion and on the decision of the Management Committee, be removed from the Management Committee.

- 4.7 Nominations for positions on the Management Committee will be by way of notice of nomination in writing endorsed with the consent of the nominee and given to the chairperson not less than fourteen (14) days before the Annual General Meeting. All retiring Members of the Committee shall be eligible for re-election.
- 4.8 All Members are required to complete a police vetting form before being accepted as a Member.
- 4.9 All Management Committee Members shall promote the purposes of BOSCO Incorporated and shall do nothing to bring BOSCO Incorporated into disrepute.
- 4.10 The Management Committee will at all times be bound by the decisions of the Members at General Meetings.

## **5.0 Roles of Committee Members**

- 5.1 For a detailed description of roles within the Committee and the programmes, refer to the sample forms and template document following this document.

## **6.0 The Register of Members**

- 6.1 The Secretary shall keep a register of Members (“the Register”), which shall contain the names, postal addresses, email addresses and telephone numbers of all Members, and the dates at which they became Members.
- 6.2 If any of the above mentioned details change that Member shall give the new details to the Secretary.
- 6.3 Each Member shall provide such other details as the Committee requires.

## **7.0 General Meetings**

- 7.1 The quorum for a meeting will be five (5) Members present in person.
- 7.2 At least seven (7) days written notification of each General meeting will be given to Members via email at the current email address for such Members recorded in the registers of Members. It will be the responsibility of Members to keep BOSCO Incorporated informed of their contact details.
- 7.3 Notification of a General Meeting will specify the time, date and place of the meeting. Notification will also describe in a general way all the matters that will arise to be considered and specify what further and more detailed information on these matters is available from BOSCO Incorporated. Full information will be provided concerning any proposed amendments to this Constitution or any matter, which is the business of a Special General meeting. Such information will be supplied to any Member requesting it.
- 7.4 The current Chairperson of BOSCO Incorporated Management Committee will chair the meeting. In the absence of the Chairperson, the meeting will elect an acting Chairperson for the meeting from among the Members present.
- 7.5 All questions will, if possible, be decided by consensus. In the event that a consensus cannot be reached then a decision will be made by a majority vote by show of hands.
- 7.6 Only current Members will be eligible to vote.
- 7.7 Voting will be by a show of hands, unless Members indicate an alternative preference.
- 7.8 If the voting is tied, the Chairperson may exercise a second and casting vote.
- 7.9 The Management Committee will meet at least nine (9) times every year.

## **8.0 Special General Meetings**

- 8.1 Special General Meetings may be called by the Management Committee or by a written or oral request made by not less than three (3) ordinary Members of BOSCO Incorporated and delivered to

the secretary. The meeting will be called within twenty (20) days of the decision being made or the meeting being requested.

- 8.2 A Special General Meeting will only consider business related to the reason for which it is called, as notified to the Members in accordance with section 6 of this policy document.

### **9.0 Annual General Meetings**

- 9.1 The Annual General Meeting will be held annually during the month of March.
- 9.2 The Annual General Meeting will carry out the following business:
- (a) Receive the minutes of the previous Annual General Meeting and of any other General Meeting, held since the last Annual General Meeting.
  - (b) Receive the Chairperson's report on the activities of BOSCO Incorporated over the past year and the priorities and directions for BOSCO Incorporated in the forthcoming year.
  - (c) Receive the Treasurer's report and statement of income and expenditure for the past year and the estimate of income and expenditure for the current year.
  - (d) Receive the Supervisor's report on roll numbers and any relevant staffing and programme activities for the upcoming year.
  - (e) Elect the Chairperson, Treasurer and Secretary, of BOSCO Incorporated and up to five other Members of the Management Committee of BOSCO Incorporated.
  - (f) Appoint an Auditor of BOSCO Incorporated accounts.
  - (g) Conduct any other business, which may be properly brought before the meeting.
- 9.3 The Annual General Meeting will be advertised to all users of the BOSCO Incorporated services as well as interested Members of Beckenham School through a newsletter and locally distributed newspaper.

### **10.0 Minutes**

- 10.1 The secretary will maintain a record of minutes of all meetings, and ensure these are signed off by the Chairperson as a true and accurate record.
- 10.2 These will be available to anyone who wishes to view them.

### **11.0 Cessation of Committee Membership**

- 11.1 Persons cease to be Committee Members when:
- (a) They resign by giving written notice to the Committee.
  - (b) They are removed by majority vote of the Committee at a General Meeting
  - (c) Their Term expires.
- 11.2 If a person ceases to be a Committee Member, that person must within one (1) month give to the Committee all Society documents and property.
- 11.3 Any Member may resign by giving written notice to the Secretary.

### **12.0 Expulsion of Committee Members**

The procedure for expulsion of Members will be as follows:

- 12.1 If, for any reason whatsoever, the Management Committee is of the view that a Member is breaching the Rules or acting in a manner inconsistent with the purposes of the BOSCO Incorporated; the Management Committee may give written notice of this to the Member.
- 12.2 Any person or organisation may make a complaint to the Management Committee that the conduct of a Member of BOSCO Incorporated is or has been injurious to the character of BOSCO Incorporated. Every such complaint will be in writing.
- 12.3 If the Management Committee considers that there is sufficient substance in the complaint, it may invite the person or organisation to attend a meeting of the Management Committee and to offer a written and/or oral explanation of the Member's conduct.
- 12.4 The Management Committee will give the Member at least fourteen (14) days written notice of the meeting. The notice will:
  - (a) Sufficiently inform the Member of the complaint so that the Member can offer an explanation of the their conduct; and
  - (b) Inform the Member that if the Management Committee is not satisfied with the Member's explanation the Management Committee may expel the Member from BOSCO Incorporated.
- 11.5 If in the meeting the Management Committee decides to expel the Member from BOSCO Incorporated, the Member will cease to be a Member of the Management Committee immediately.
- 11.6 A Member expelled by BOSCO Incorporated, may within fourteen (14) days, give written notice of appeal to the Secretary of the Management Committee. The Secretary will then call a Special General Meeting to take place within twenty-eight (28) days of receipt of the notice of appeal. If that meeting passes a resolution rescinding the expulsion, the Member will be reinstated immediately.

## **FINANCE**

### **12.0 Financial Arrangements**

- 12.1 The financial year of BOSCO Incorporated will be from January 1<sup>st</sup> to December 31<sup>st</sup> the same year.
- 12.2 At the first meeting of the Management Committee following each Annual General Meeting, the Management Committee will decide by resolution the following:
  - (a) How money will be received by BOSCO Incorporated.
  - (b) Who will be entitled to produce receipts on behalf of BOSCO Incorporated.
  - (c) What bank accounts will operate for BOSCO Incorporated for the ensuing year, including the purposes of and access to account's.
  - (d) Who will be allowed to authorize the production of cheques on behalf BOSCO Incorporated and who will be cheque signatories?
  - (e) Policy concerning the investment of money by BOSCO Incorporated, including what type of investment will be permitted.
- 12.3 The Management Committee will keep true and fair accounts of all money received and expended.
- 12.4 The Management Committee will, as soon as practicable after the end of the financial year of BOSCO Incorporated, arrange for the accounts of BOSCO Incorporated for that financial year to be audited by an accountant appointed for that purpose. The audited accounts will be made available to the public.
- 12.5 BOSCO Incorporated may only use money and other assets if:
  - (a) It is for a purpose of BOSCO.

- (b) It is not for the sole personal or individual benefit of any Member; and
  - (c) That use has been approved by either the Committee or by majority vote of the Society.
- 12.6 The Committee has all of the powers of the Society, unless the Committee’s power is limited by these Rules, or by a majority decision of the Society.
- 12.7 Decisions of the Committee bind the Society, unless the Committee’s power is limited by these Rules or by a majority decision of the Society.

## **ALTERING THE RULES**

### **13.0 Altering the Rules**

- 13.1 The Management Committee may alter or replace these Rules or the Programme Policy and Procedures at any General Meeting by a resolution passed by a two-thirds majority of those Members present and voting.
- 13.2 At least fourteen (14) days before the General Meeting at which any Rule change is to be considered the Secretary shall give to all Members written notice of the proposed motion, the reasons for the proposal, and any recommendations the Committee has.
- 13.3 When a Rule change is approved by a General Meeting the Managing Committee shall cause to be filed with the Registrar of Incorporated Societies advice of the Rule changes in the required form. No Rule change shall take effect until this is done.
- 13.4 Any rule change to the “Rules” document must be signed and dated by the Chairperson, Treasurer and the Secretary. Any changes to the Programme Policy and Procedures will be signed and dated by the Chairperson and the Supervisor.

## **WINDING UP**

### **14.0 Winding Up**

- 14.1 BOSCO Incorporated may be wound up or dissolved in any way provided for in the Incorporated Societies Act 1908, or subsequent enactments.
- 14.2 Any assets shall be distributed among such charitable groups in New Zealand that have similar objects to BOSCO Incorporated and as BOSCO Incorporated will decide in a General Meeting. If BOSCO Incorporated is unable to resolve any disagreement over the distribution of surplus assets then the provisions of Section 27 of the Incorporated Societies Act 1908, or the relevant provisions of subsequent enactments, will apply.

*Updated May 2011*

*Chairperson:* \_\_\_\_\_

*Treasurer:* \_\_\_\_\_

*Secretary:* \_\_\_\_\_