

Constitution

1. The name of the Association shall be ENJOY LEARNING

2. The aim of ENJOY LEARNING is to provide affordable and good quality educational programmes, activities and classes for adults who want to learn in a friendly environment without the pressure of taking formal examinations.

3. The objectives of ENJOY LEARNING:

- 3.1 To provide educational programmes, activities and classes for adult learners at a range of appropriate locations.
- 3.2 To develop appropriately structured programmes that cater for the individual needs of adult learners
- 3.3 To deliver programmes, activities and classes without formal examinations
- 3.4 To offer programmes, activities and classes safely
- 3.5 To offer programmes, activities and classes staffed with teachers experienced in adult education
- 3.6 To offer programmes, activities and classes to learners at competitive and affordable fees
- 3.7 To design and offer programmes, activities and classes for all regardless of gender, ability, race, religion or sexual orientation
- 3.8 To work in partnership with other educational organisations where appropriate
- 3.9 To reinvest any surplus generated into the provision and development of adult education.

4 The aims and objectives of ENJOY LEARNING will be achieved by:

- 4.1 Advertising a programme of activities and classes to adults¹ at regular intervals
- 4.2 Developing both formal and informal mechanisms to assess the needs and demands of learners through monitoring recruitment and enquiries, learner feedback and consultation with partners.
- 4.3 Designing programmes, activities and classes that reflect an analysis of demand, enquiries, feedback and consultation,
- 4.4 Delivering programmes, activities and classes in such a manner that meets the need of groups as a whole and the needs of individual learners in particular
- 4.5 Not offering formal examinations though informal and supportive means of assessment may be used in order to ensure the progress of the group or individual learner.

- 4.6 Appropriate scheduling of programmes, activities or classes in consultation with learners, teachers, partners and providers of accommodation.
- 4.7 Offering programmes, activities and classes at Centres that are accessible, appropriate for the activity offered and meeting legal safety standards
- 4.8 Assessing risk carefully before offering outdoor activities or field studies²
- 4.9 To allocate classes to teaching staff who are well qualified through a wide range of experience of teaching in adult education and/or formal qualifications in adult education
- 4.10 To expect teachers to adhere to guidelines issued by the association on conduct, safety and quality.
- 4.11 To keep fees at competitive and affordable levels by limiting administrative and other non direct costs to a minimum (normally no higher than 10% of total costs)
- 4.12 ENJOY LEARNING will develop guidelines on equal opportunities in relation to its operation that it will expect all members of the Association adhere to.
- 4.13 ENJOY LEARNING may from time to time work in partnership with other organisations in order to further the objectives of the Association. In such cases a formal partnership agreement will be drawn up where the objectives, commitments and roles of each partner are clearly defined.
- 4.14 ENJOY LEARNING is a non-profit making organisation. It may however accrue surplus monies. In such a case the management committee would recommend to members of the Association a programme of reinvestment within the terms of the aims and objectives of the Association.

5 ENJOY LEARNING will:

- 5.1 Set a budget each year covering the period from September 1st to August 31st.
- 5.2 Source income from fees and charges made on the services it offers.
 - a. From time to time the Association may apply for grants, awards or loans for specified purposes provided that the application is approved by the full management committee and that any terms and conditions are in keeping with the aims and objectives of the Association
 - b. Pay fees to teachers at a fair market rate. The fee will cover both teaching and preparation and will be based on a standard hourly rate set for that year.
 - c. Use any surpluses for the following purposes: to support students who may apply for remission of fees, to provide materials or equipment, to provide support or additional services for learning, development, promotion or recruitment and to support projects that

may further the aims or effective management of ENJOY LEARNING.

6. Membership of ENJOY LEARNING:

6.1 All members will agree to follow the rules and guidelines of the Association.

6.2 Members wishing to resign will notify the secretary. The management committee will reserve the right to expel members who bring the Association into disrepute or wilfully disobey the rules and guidelines of the Association.

6.3 There will be two categories of membership:

6.3.1 Founder members with full voting rights and representation on the management committee

6.3.2 Ordinary members with full voting rights and the right to nomination to the management committee

6.4 In the first instance there will be three founder members. The role of the founder members will be to establish and organise the running of the operation until such time as the Association is running as a viable business fulfilling its stated aims.

6.5 Founder members will form the management committee until the first Annual General Meeting.

6.6 Ordinary members will be teaching staff in tenure and students enrolled during that year.

6.7 Four members may propose in writing to the secretary at least seven working days prior to the calling of the Annual General Meeting a resolution to be debated at the meeting.

6.8 Three members may propose in writing to the secretary 21 days in advance an Extraordinary General Meeting. The business of that meeting will only be the resolution submitted in the proposal.

7. The management structure and functions of ENJOY LEARNING:

7.1 The three founder members will form the management committee until the business is viable and fulfills its stated aims.

7.2 The founder members may co-opt two new ordinary members to assist with the management functions of the Association.

- 7.3 The management committee will be responsible for setting a budget, determining the policies and operational guidelines of the Association, ensuring guidelines are enforced and overseeing the accounts.
- 7.4 The management committee may set up sub committees to ensure the effective and efficient direction and management of the Association.
- 7.5 Within the first year of operation the management committee will determine the date, time and place of the Annual General Meeting and notify all members eligible to attend. Members will be notified of the agenda at least 21 days in advance.
- 7.6 At the Annual General Meeting the membership will be invited to approve the accounts of the association, invited to approve the draft budget for the following year and nominate a maximum of seven members (three founder members and up to six ordinary members) to form the elected management committee. The Annual General Meeting will approve the time and date of the next Annual General Meeting.
- 7.7 The management committee will meet at least every six weeks
- 7.8 At their first meeting following the Annual General Meeting the management committee will elect a chair, secretary and treasurer and determine an outline schedule of meetings until the next AGM.
- 7.9 The management committee will regularly monitor budgets in the light of actual income and expenditure, approve publicity and public statements and periodically review policy and operational guidelines. Where necessary it will take effective action to improve the performance of operations.
- 7.10 Management Committee members (other than foundation members) will be elected annually.
- 7.11 If an extraordinary general meeting is called then the secretary will notify all members of the agenda, time, date and place at least 14 days prior to the meeting. The Chair of the management committee would normally chair the meeting.

8. The functions of the officers of ENJOY LEARNING:

- 8.1 The chairperson will officiate and chair meetings of the Association and its management committee. The chair will have responsibility to oversee the business of the Association.
- 8.2 The secretary in association with the chair person will be responsible for notifying members of the agenda, time, date and place of meetings and keeping records of meetings. The secretary will also be responsible for correspondence and bring it to the attention of the management committee.

- 8.3 The treasurer will oversee the setting of budgets and the accounts of the association. The treasurer will prepare a report of accounts and budgets for the AGM.
- 8.4 The management committee will determine the powers and responsibilities of the officers of any sub committee it may establish.
- 8.5 All sub committees will submit records of their meetings and any findings or reports to the secretary of the Association. This would normally be done within 7 days.

9. The conduct of meetings of ENJOY LEARNING:

- 9.1 The chairperson or their nominee will be responsible for the meeting. All debate, remarks and resolutions will go through the chair.
- 9.2 Meetings of the management committee, its sub committees and the Association will be minuted. The minutes will be approved at the next meeting and duly signed by the chairperson and secretary (or their nominees) as a correct.
- 9.3 The management committee will receive an updated financial report at each scheduled meeting.
- 9.4 Members will be notified of the date, time and place of meetings and the business of meetings in advance (21 days for the AGM, 14 days EGM and 10 days management or sub committee meetings)
- 9.5 The AGM or EGM will be quorate with 9 members present and the management committee quorate with 4 members present.
- 9.6 In exceptional circumstances an emergency committee meeting may be called by two officers giving at least five days notice.
- 9.7 Failure to attend more than four consecutive committee meetings without an adequate explanation will lead to that person forfeiting their committee place.

10. The auditing of accounts

- 10.1 The AGM will approve suitably qualified auditors of the accounts.
- 10.2 The audit will normally take place each year before January 31st.
- 10.3 A full report of financial transactions along with relevant supplementary information will be presented to the auditor.
- 10.4 The management committee will receive the auditors report and take appropriate action on any findings

11. Winding-up of the Association

- 11.1 The Association may be wound up if for any reason it was not able to fulfil its aims and objectives.
- 11.2 The Association would be wound up on the majority vote of the AGM or EGM.
- 11.3 In the event of a motion to wind up the Association the officers would prepare a statement of the assets and liabilities of ENJOY LEARNING.
- 11.4 Members of the Association would be informed by the treasurer the extent of liabilities for which the Association was responsible and a timescale for reimbursal.
- 11.5 The assets of the Association on winding up would be shared by the members of the Association at the time of winding up. Each member would receive a share of the remaining surpluses and any other assets in proportion to the contribution they have made.
- 11.6 The bank and any creditors would be informed of detailed proposals to meet liabilities or allocate assets at the time of winding up.

DRAFT GUIDELINES FOR: CONDUCT
FINANCE
FEES AND CHARGES
HEALTH AND SAFETY
EQUAL OPPORTUNITIES
QUALITY

To follow