



# NATIONAL NETWORK FOR CHILDREN IN EMPLOYMENT & ENTERTAINMENT

## CONSTITUTION

### 1. NAME

The organisation will be called the National Network for Child Employment and Entertainment, hereafter referred to as the NNCEE.

### 2. AIMS

The aims of the NNCEE are:

- a to offer a national voice for people working in the field of child employment and entertainment.
- b to encourage Local Authorities to give priority to addressing their statutory duties within the field of child employment and entertainment.
- c to seek to continue a dialogue with government representatives with regard to all issues affecting child employment and entertainment.
- d to offer its expertise to Local Authorities and Regional Child Employment Networks to enable them to maximise and safeguard resources in the field of child employment and entertainment.
- e to promote an interagency approach to addressing concerns over child employment and entertainment.
- f to campaign nationally to raise the profile of child employment and entertainment.
- g to embrace a European conscience aimed at strengthening and reinforcing a common ethos in relation to children and work and entertainment.
- h to recognise and promote the place of child protection in the field of child employment and entertainment.
- i to facilitate communication between Regional Child Employment Networks.
- j to promote consistency of practice nationally within Local Authorities.

- k to actively encourage good practice by the dissemination of resource material and the sharing of good practice.
- l to develop the future of the NNCEE in order to co-ordinate policy, research and planning in the National and European arenas.

### 3. MEMBERSHIP

- 3.1.
  - a Membership of the NNCEE shall be open to any individual, employer or organisation who abides with the NNCEE constitution.
  - b Member's annual subscription to be paid to NNCEE on date of AGM.
- 3.2.
  - a Membership can be refused/revoked in the event of:
    - i failure to meet the conditions of the constitution.
    - ii having conviction(s) for an offence against a child.
  - b any such decision to refuse/revoke membership to be carried by a majority vote of the full committee.

### 4. MEMBERS RIGHTS

- 4.1. Members are entitled to:
  - a attend meetings.
  - b vote on resolutions or questions at meetings and participate in electronic/postal ballots.
  - c place items on the agenda of any meeting by giving notice to the secretary at least seven (7) days prior to the meeting.
  - d inspect the register of members.
  - e have copies of non-confidential Committee meeting minutes, on request.
  - f receive copies of the accounts, on request.
  - g be given a copy of the constitution.

### 5. CONFERENCES/MEETINGS

- 5.1. Once every year the Committee shall convene an Annual General Meeting (AGM) which all members shall be entitled to attend. The purpose of the AGM will be to receive the audited statement of the accounts of the NNCEE, and deal with any other business which may arise, (including the election of members to the Committee), as specified in the notice of the meeting.
- 5.2. Twenty-eight (28) days notice shall be given of the AGM, by means of a notice in writing sent to all members by the Secretary of the NNCEE at their recorded address.

- 5.3. The Committee, at any time, on giving fourteen (14) days notice in writing to members may call a special general meeting for the purpose of conducting such business as may be specified in the notice of that meeting.
- 5.4. The Committee shall within seven (7) days of receipt of a notice signed by at least five (5) members of the NNCEE give such notice calling a special general meeting at which business shall be as specified in the notice signed by the members.
- 5.5. If the Committee does not call a special general meeting within two months of a proper request to do so, any member may call that meeting by giving fourteen (14) days notice in writing to all members.
- 5.6. The notice of any meeting shall contain details of the date, time and place of that meeting and a list of items to be discussed. A notice posted to members at their last recorded address is deemed to have arrived five days after posting.
- 5.7. Accidental omission to give a member notice of a meeting will not invalidate that meeting.

## 6. VOTING

- 6.1. All full members of the NNCEE shall be entitled to one vote
- 6.2. All questions arising at any meeting of the NNCEE shall be decided by a simple majority vote by those members present. In the case of equal voting, the Chair of the meeting shall have an additional casting vote.
- 6.3. A vote may be taken by secret ballot if requested by one third (1/3) of members present at the meeting.
- 6.4. Discussion of any motion or proposed amendment to the Constitution properly presented to the AGM shall comprise: an introduction from the proposer followed by alternate contributions from those for and against the motion or proposed amendment.
- 6.5. Other than the introduction from the proposer all other contributions shall be restricted to no longer than three minutes each.

## 7. QUORACY

- 7.1. Ten (10) members, including at least two (2) members of the Committee shall form a quorum for any properly convened meeting.
- 7.2. If any meeting is deemed inquorate then a subsequent meeting should be held within twenty-eight (28) days and would be deemed to be quorate however many members attend.

## 8. COMMITTEE:

- 8.1. Between Annual General Meetings the work of the NNCEE will be carried out by.

Committee and their delegated working parties, special interest groups or sub-committees.

- 8.2. There will be appointed Officers of the Committee comprising:  
Chairperson; Secretary; Treasurer; Public Relations Officer; Membership Secretary; Minute Secretary.
- 8.3. Committee members will be elected for 2 years.
- 8.4. The Committee shall meet at least twice between AGMs and each Regional Child Employment Network may be represented by one (1) member.
- 8.5. Offices of the Committee will be subject to election at the AGM and will be eligible for re-election at the AGM but may not hold the same "office" on the Committee for more than 2 consecutive terms.
- 8.6. The posts of Chairperson and Secretary will be open for election (or re-election) in alternate years.
- 8.7. Nominations for Committee places should be made to the Secretary, in writing, at least, fourteen (14) days before the AGM. In event of no written nominations being received, nominations will be accepted from the floor of the AGM only after a successful vote on such a proposal.
- 8.8. In the event of the death or resignation of a Committee member, the vacancy can be filled, until the next AGM, by a member appointed by the Committee.
- 8.9. Officers of the Committee are required to attend at least half of all meetings convened between AGMs.
- 8.10. Officers of the Committee who do not attend any convened meeting for a period of six months from the date of the first meeting they miss will be considered for disqualification by the Committee. An apology sent by an Officer of the Committee prior to any meeting must be recorded in the minutes of that meeting.
- 8.11. Any Officer of the Committee disqualified under 8.10 shall be eligible for re-election, within the Constitution, at any subsequent AGM.
- 8.12. Duties of Committee Members
  - 8.12.1. Chairperson  
Chair of NNCEE and Committee.  
  
Chair of Annual General Meeting of the NNCEE.  
  
Representative of the NNCEE and Regional Networks to other Organisations.  
  
"Figurehead" of NNCEE and Regional Networks.  
  
Produce written Annual report.
  - 8.12.2. Secretary  
  
Responsible for overall administration of the NNCEE.

Provide necessary information and administrative services to the NNCEE.

Provide for the distribution of information to Regional Networks.

Represent the NNCEE at National level in discussion with governmental bodies and other associations in liaison with the Public Relations Officer.

Compile and update database of contact with employers/prosecutions etc.

Maintain NNCEE archives.

Produce written Annual report.

#### 8.12.3. Treasurer

Maintain the financial records of the NNCEE.

Provide fiscal information to NNCEE Committee and Annual General Meeting on subscriptions, expenditure and possible future requirements.

Provide financial advice to Committee.

Receive membership fees, and pay expenses as appropriate.

Produce written Annual report.

#### 8.12.4. Public Relations Officer

Maintain and improve relationships with all branches of the media.

Represent the NNCEE at National Level in discussion with governmental bodies and other associations in liaison with the Secretary. Advise and assist the media at the Annual General Meeting.

Produce Press Releases as and when required.

Develop and promote membership in liaison with the Membership Secretary.

Act as contact point for the NNCEE.

Produce written Annual report and article for termly Newsletter.

#### 8.12.5. Membership Secretary

Compile and maintain the central Membership Roll of the NNCEE.

Liaise with Regions and members on membership matters.

Provide up-to-date lists of members to members of NNCEE Committee and Regional co-ordinators as required to ensure regular circulation of material to members.

Ensure that members are reminded as appropriate that subscriptions are payable at the Annual General Meeting.

Develop and promote membership in liaison with the Public Relations Officer.

Produce written Annual report.

8.12.6. Minute Secretary

Attend at Annual General Meetings and NNCEE Committee meetings and compile the minutes of those meetings.

Circulate minutes of meetings to regional co-ordinators in liaison with the Secretary.

9. PROCEDURES OF THE COMMITTEE

9.1. All questions arising shall be decided by a simple majority vote. In the case of equal voting, the Chair shall have an additional casting vote.

9.2. Three members form the quorum of the Committee.

9.3. The Committee shall have the power to delegate responsibility for any of its functions to working parties, special interest groups or sub-committees. At least one member of the Committee shall be a member of any working party, special interest group or sub-committee. All acts of these working parties, special interest groups or sub-committees must be minuted and reported to the Committee, in order to keep a working link and channels of communication open.

9.4. All articles/publications prepared for issue by any committee member must be proof read/ agreed by at least 2 other members of the committee before release

10. FUNDING

10.1. The annual membership fees will be determined by the outgoing Committee and the membership, at the AGM.

10.2. The Treasurer will:

i keep proper accounts and shall provide for the auditing of the accounts at least once every year by a disinterested person.

ii Present an audited statement of the accounts to the membership at the AGM with a copy to follow with the minutes of that meeting to each member of the NNCEE.

iii Submit a current report to each committee meeting.

10.3. The funds of the NNCEE shall be used only for the purposes of the NNCEE.

10.4. That an account be continued with Lloyds Bank Plc ("the Bank").

10.5. That the Bank be instructed to:

- a honour/debit to the accounts of the National Network for Child Employment and Entertainment ("the NNCEE) (whether any account is in credit or overdrawn or becomes overdrawn as a result of any such debit) all cheques, drafts, bills of exchange, promissory notes or other orders including standard orders and direct debits) for the payment of or receipts for money, provided they are signed by any two persons listed in the schedule below. and;
  - b accept the instructions of any two persons listed in the schedule below as authority for the Bank to deliver any deeds, securities, or other items the Bank holds in safe custody or for any other purpose.
- 10.6. That the bank be provided with a copy of the Constitution of the NNCEE and also with copies of any resolutions amending them that may from time to time be passed certified by the Chairperson or the Secretary.
- 10.7. That the Bank be provided with a list of the names of officials of the NNCEE and also with copies of any resolutions amending them that may from time to time be passed certified by the Chairperson or the Secretary.
- 10.8. That these resolutions be communicated to the Bank and remain in force until an amending resolution shall be passed by the Committee and a copy of such resolution, certified by the Chairperson or the Secretary, shall have been received by the Bank.
- 10.9. The Schedule of Persons authorised to sign;  
  
Chairperson; Secretary; Treasurer; Public Relations Officer; Membership Secretary; Minutes Secretary.
11. EXPENSES
  - 11.1. Each member of the Committee shall be able to draw expenses from the NNCEE only; to reimburse travelling costs within the United Kingdom whilst acting as a representative of The NNCEE or for stationary, publishing, postage or similar administrative purposes.
  - 11.2. No member of the Committee may claim and no expenses shall be paid to a member of the NNCEE Committee, for any activity where any other body has paid the expenses.
  - 11.3. Travel on behalf of the NNCEE must be by the most direct route and use should be made of any special discounts available.
  - 11.4. Single item expenses over £50 and annual total individual Committee member expenses of over £100 will not be authorised unless with the prior agreement of the Committee.
  - 11.5. No claim may be reimbursed unless receipts are provided to the Treasurer of the NNCEE.
12. DISSOLUTION

12.1. If the Committee decides at any time for any reason that it is advisable to dissolve the NNCEE a special general meeting of the NNCEE must be called, giving twenty-one (21) days notice to the membership. At the special general meeting the only business to be conducted will be the dissolution of the NNCEE. In the event of the majority of the membership present at that meeting voting for the dissolution of the NNCEE the Committee shall pay or apply any capital and any income of the NNCEE to, or for the benefit of, any organisation whose aims are compatible with those of the NNCEE.

### 13. ALTERATIONS TO THE CONSTITUTION

13.1. Members are bound by the terms of the constitution, which is subject to amendments moved at the AGM, provided.

- a notice is made to the secretary one month before the meeting.
- b the amendment is carried by a simple majority at the AGM.
- c Any proposed amendment to the Constitution carried at the AGM will come into effect immediately following the close of that meeting.

### 14. ARCHIVE

14.1. The Archive of the NNCEE is kept at one location, as a resource, and is available for members.

This constitution was first adopted at the AGM of the NNCEE (formally the NCEN) on 08/07/96 held at Sandra Croft, Chelmsley Wood, Solihull.

Signed	John Terry	Chair
	Patricia Hill	Treasurer
	C.J. Small	Secretary
	M Ann Searle	Individual Member
	N. Rouse	Individual Member
	Paul Kirkman	Individual Member

Dated 8<sup>th</sup> day of the month of July 1996

Amended July 2002 AGM