

CONSTITUTION OF THE GREEK EDUCATIONAL
INSTITUTE OF BARNET

As Amended at Annual General Meeting 1988

CONSTITUTION OF THE GREEK EDUCATIONAL INSTITUTE OF BARNET

1. NAME AND OFFICE

The Charity hereby founded shall be called the "Independent Greek Educational Institute of Barnet" (hereinafter called "the Institute") and the temporary headquarters are situated at "Cranbrook", Marsh Lane, London, NW7 4NT

2. OBJECTS

The OBJECTS of the Institute are twofold:-

- (a) To advance religion in accordance with the Greek Orthodox faith in the London Borough of Barnet and the neighborhood thereof
- (b) To advance the education of children and young people in the London Borough of Barnet and the neighborhood thereof and in particular the children and young people of the Greek Community in the area including their education through leisure time activities so that they may grow to full maturity as individuals and members of society and their conditions of life may be improved

In furtherance of the foregoing objects but not further or otherwise the Charity shall have the following powers:-

- (i) By the establishment and functioning of schools in the area for the preservation and learning of the Greek language
- (ii) By the establishment and functioning of children's and/or youth clubs for healthy pastime activities
- (iii) To purchase, take on lease, hire or otherwise acquire property necessary for the promotion of the said objects
- (iv) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise PROVIDED THAT the Charity shall not undertake any permanent trading activities in raising funds for its primary charitable objects
- (v) To do all such other lawful things as shall further the said objects

3. MEMBERS

The Members of the charity shall be both parents or guardians of children attending the Institute's school

- (i) Parents or guardians of children who attend the school and after their children's graduation who wish to remain members, and do so on application and the approval by the Institute's Governing Body
- (ii) Any other person over the age of eighteen years who submits an application and obtains the approval of the Governing Body. The Governing Body will examine the application within one month of the date being submitted. There is no obligation to explain the reasons for rejecting an application

4. INCOME

The INCOME of the charity shall consist of:-

- (i) The annual subscriptions of the members, the amount of which is determined at the General Meeting
- (ii) The fees which the members pay for their children to attend the schools of the Institute. The amount of fees is determined by the Governing Body
- (iii) Non-recurrent contributions, donations and other lawful incomes which are advances to the Institute

5. DISPOSITION OF INCOME

The INCOME of the Charity shall be DISTRIBUTED in furtherance to the above objects including the following purposes:-

- (i) For hiring or the acquisition of a building necessary for the activities of the Institute, schools and youth club. In case of freehold or leasehold acquisitions, the advanced approval of the members at a General Meeting is required
- (ii) For the settlement of various expenses associated with the administrations, maintenance and operation of the schools and club or clubs of the Institute including any fees incurred in auditing the books of the Institute
- (iii) For fees relating to deprived children attending the Institute's schools

6. MEMBERS OBLIGATIONS

Every MEMBER of the Institute shall have the following OBLIGATIONS:-

- (i) To pay his/her annual subscription of £5.00
- (ii) To adhere to the decisions taken during the regular and extraordinary general meetings including the decisions taken by the Governing Body
- (iii) To act in accordance with the rules of the Institute and make every reasonable effort for the advancement of the Institute's aims and objects

7. MEMBERS' RIGHTS

Every MEMBER of the Charity shall have the following EQUAL RIGHTS:-

- (i) The right to elect and to seek election to the "Governing Body". Members who wish to be elected to the Governing Body must submit their applications not later than 48 hours before the elections to the President of the outgoing Governing Body
- (ii) The right to inspect the books of the Institute after presenting a good reason and submitting an application to the Governing Body
- (iii) The right to withdraw from the Institute. The intention to withdraw should be presented to the Governing Body in writing. The outgoing member is obliged to pay his/her annual subscription to be computed on a time basis in accordance with the time he/she remained a member

8. MEMBERS' EXPULSION

Any MEMBER is liable to be expelled by the Institute's Governing Body if any member acts in a way which is contradictory to the objects of the Institute

9. POWERS AND PROCEEDINGS

- (i) All decisions as well as any matters which do fall within the jurisdiction of another body shall be made and decided at the General Meeting
- (ii) The General Meetings consist of all enlisted members i.e. members who keep their subscriptions up to date
- (iii) The General Meeting is held regularly once a year at a time set by the Governing Body and with the purpose of electing the new Governing Body
- (iv) An Extraordinary General Meeting can be called:-
 - (a) By the Governing Body to handle matters of importance
 - (b) When 1/3 of the members apply in writing to the President submitting matters they wish to be discussed

The Extraordinary General Meeting can only decide on matters for which it is called for

- (v) A General Meeting can only be called if written notice is issued at least 15 days before the proposed date of the meeting. The notice should include the agenda, venue and time of the meeting
- (vi) The General Meeting is deemed to be in quorum if thirty per cent of the Institute's members are present
If there is no quorum the General Meeting allows one hour for quorum to be achieved. Failing this any number of present members will constitute quorum
- (vii) The decisions of the General Meeting can only be taken on an absolute majority of the present members
- (viii) A decision to change the constitution of the Institute can only be made by the General Meeting after fifteen days' notice is given to that effect but it is hereby expressly declared that no amendment shall be made relating to the objects of the Institute and no alteration shall be made which would have the effect of causing the Institute to cease to be a Charity at law. The meeting is deemed to be in quorum if fifty one per cent of the members are present

An amendment can only be carried out after achieving a seventy five per cent majority of all present members

- (ix) The Annual General Meeting elects a firm of auditors who are non members of the Governing Body and who are qualified practicing Accountants

10. EXTRAORDINARY GENERAL MEETING

An EXTRAORDINARY GENERAL MEETING can be called by:-

- (i) The Governing Body to deal with matters of importance; and by
- (ii) If the members when they apply in writing to the President submitting matters that they wish to be discussed

The Extraordinary General Meeting can only decide on matters for which it is called for

11. GOVERNING BODY

The Governing Body of the Charity shall consist of thirteen members to be elected at the Annual general Meeting. The Governing Body has the right to elect two additional associated members

- (i) The Governing Body's term of service is from one General Meeting to another but its members can offer themselves for re-election
- (ii) The Governing Body consists of the following officers:-
 - The President
 - The Vice-President
 - The Secretary
 - The Organizing Secretary
 - The Treasurer
 - The Advisers
- (iii) The Governing Body has the following duties:-
 - (a) To meet regularly every month, or in special cases after seven of its members apply in writing to the President stating the reasons for their request; there shall be a quorum when at least seven members are present
 - (b) To administer the affairs of the Institute
 - (c) To ensure adherence to the provisions of the constitution
 - (d) To carry out the decisions of the General Meetings
 - (e) To set up committees with a view to achieving the objects of the Institute provided that all acts and proceedings of such committees shall be reported to the Governing Body as soon as possible
 - (f) To prepare the agenda for the General Meetings
 - (g) To prepare the budget of the charity
 - (h) To make every effort and to take the necessary decisions in order to achieve the objects and aspirations of the charity within the provisions of the trust
 - (i) To confer with the appointed officer of the Cyprus Educational Mission in regard to the functioning and manning of the Institute's schools, clubs or any other of its educational establishments
- (iv) The appointed headmasters and directors of the Institute's clubs and educational establishments shall be entitled to attend meetings of the Governing Body in an advisory capacity but shall have no right to vote. They may provide their services in the capacity of assistant secretaries if they wish to do so
- (v) The appointed headmaster has the invested power for the internal administration and functioning of the

school. He shall supervise and take all decisions associated with the day to day running of the school provided that all acts and proceedings of the Headmaster are reported to the Governing Body

- (vi) Any member of the Governing Body who is absent from three consecutive without good cause, automatically loses his/her position on the Body. His/her position shall be taken over by the first substitute. If there are no substitutes, the Governing Body shall appoint the appropriate number of members for the completion of the vacant posts. An appointment shall only be valid if the common approval of the President, vice President, Secretary and Treasurer is obtained. The same provisions shall apply if one of the members of the Governing Body resigns.

If the Resigned member is the President, Vice President, Secretary or Treasurer, a secret vote shall take place among the members of the Governing Body and no appointment can be made unless absolute consensus is achieved among all existing members

- (v) In the event of seven members of the Governing Body resigning simultaneously, the whole of the Body shall resign and an Extraordinary General Meeting called to elect a new Governing Body in accordance with the provisions of Clause 10 hereof

12. DUTIES OF THE PRESIDENT

The DUTIES of the PRESIDENT shall be as follows:-

- (1) To invite the members of the Governing Body to the regular meetings and prepare the Agenda
- (2) To call the General Meeting
- (3) To chair the regular meetings of the Governing Body and the General Meetings and direct with the assistance of the Vice-President the discussion during the meetings
- (4) To represent the Governing Body and the schools as and when appropriate
- (5) To sign all the outgoing documents approved by the Governing Body

13. THE DUTIES OF THE VICE-PRESIDENT

The DUTIES of the VICE-PRESIDENT shall be to substitute the President in all his or her duties during his or her absence

14. THE DUTIES OF THE SECRETARY

The DUTIES of the SECRETARY shall be as follows:-

- (1) To keep the Minutes of the General Meetings and the Minutes of the Governing Body Meetings
- (2) To handle the correspondence of the Institute and co-sign the outgoing correspondence with the President
- (3) To maintain a detailed register of the Institute's assets
- (4) The organizing Secretary shall substitute the Secretary during his or her absence. The Vice-President shall assume control when both the Secretary and the Organizing Secretary are absent

15. THE DUTIES OF THE ORGANISING SECRETARY

The DUTIES of the ORGANISING SECRETARY shall be as follows:-

- (1) To keep the Register of members
- (2) To be personally responsible for keeping the records for the Institute
- (3) To substitute the Secretary when absent

16. THE DUTIES OF THE TREASURER

The DUTIES of the TREASURER shall be as follows:-

- (1) To collect all the Institute's income and issue the appropriate receipts
- (2) To settle all payments following the Governing Body's approval and to keep all the appropriate invoices
- (3) To keep the basic accounting work relating to receipts and payments
- (4) To be personally responsible for the safe keeping of the Institute's income
- (5) To provide details concerning the financial position of the Institute, should the Governing Body so request
- (6) To submit - at the Annual General Meeting - an audited statement of income and expenditure
- (7) Subject to a maximum limit of £500.00 (Five Hundred Pounds) he or she may make payments without the prior approval of the Governing Body

The Governing Body's approval should, however, be obtained after such payments are made. The Treasurer and one other member of the Governing Body should be the signatories on all cheques

17. The Auditors shall perform their annual audit in accordance with the instructions issued to them by the Governing Body at the General Meeting. Their audit report shall be read during the Annual General Meeting
18. The title of all and any real property which may be acquired by or for the purposes of the Institute shall be vested in Trustees who shall be appointed by the Governing Body and who shall enter into a Deed of Trust setting forth the purposes and conditions under which they hold the said property in trust for the Institute. The number of Trustees shall be not less than five and not more than seven and shall have power to enter into any contracts on behalf of the Institute
19. The Institute may be dissolved by a Resolution passed by a two thirds majority of those present and voting at an Extraordinary General Meeting convened for the purpose of which twenty one days' notice shall have been given to the members. Such Resolution shall give instructions for the disposal of any assets held by or in the name of the Institute provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid or distributed among the members of the Institute but shall be given or transferred to such other charitable institution or institution having objects similar to some or all of the objects of the Institute

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| NAME OF CHARITY | | REGISTRATION NUMBER |
| Independent Greek Educational Institution of Barnet | | 291348 |
| GOVERNING INSTRUMENT | | PLACE |
| Constitution adopted 7th July 1984 | | |
| OBJECTS | | DISTRICT |
| (a) To advance religion in accordance with the Greek Orthodox Faith in the London Borough of Barnet and the neighborhood thereof | | Barnet LB |
| (b) To advance the education of children and young people in the London Borough of Barnet and the neighborhood thereof in particular the children and young people of the Greek Community in the area including their <u>education through</u> leisure time activities so that they may grow to full maturity as individuals and members of society and their conditions of life may be improved | | COUNTY |
| | | Greater London Area |
| | | CODE |
| | | 768 802 234 |
| BENEFICIAL AREA | INCOME | CORRESPONDENT |
| London Borough of Barnet and the neighborhood thereof | Over £10,000. | Messrs. Nicholas & Company, 262 Seven Sisters Road, Finsbury Park, London. N4 2HY |
| DATE REGISTERED | DATE AMENDED | |
| 26th March 1985 | | |
| REMARKS | INLAND REVENUE REF. | |
| | CC18549 | |