

Friends of St. Andrew's Primary and Early Years Centre Chardstock

CONSTITUTION

1. The name of the Association shall be Friends of St. Andrew's Primary and Early Years Centre.
2. The object of the Association is to advance the education of the pupils in the school.

In furtherance of this object the Association may:-

- Develop more extended relationship between staff, parents and other associated with the school.
 - Engage in activities which support the school and advance the education of the pupils attending it.
 - Provide and assist in the provision of facilities for education at the school (not normally provided by the local Authority).
3. The Association shall be non-party political and non sectarian.
 4. The Association shall take out public liability and personal accident insurance to cover its meetings, activities, officers and committee.
 5. The Association may appoint a Chairperson.
 6. Membership shall consist of all parents and /or guardians of pupils attending the school, past parents, governors, and grandparents, friends of the school, ancillary staff and all teachers.
 7. The management of the Association shall be vested in committee consisting of the following officers:-

Chairperson, Vice chairperson, Secretary, Treasurer, together with at least 7 other members.

8. The officers and committee shall be elected at the Annual General meeting and shall serve until the commencement of the next Annual General Meeting.
9. Four members of the committee shall constitute a quorum.
10. The committee shall have the power to co-opt a maximum of 3 being 1 governor representative, 1 head teacher and 1 committee member.
11. The committee may appoint sub committees, as it deems necessary and prescribe their function provided that all acts and proceedings of any sub-committee shall be reported to the committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the committee.
12. Committee meetings shall be held at least once each term.
13. The Annual General Meeting will be held in the autumn term. At the Annual General Meeting, the chair shall be taken by the chairperson or in his/her absence the vice chairperson of the committee.

14. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of or at the Annual General Meeting.
15. The committee may fill casual vacancies by co-option until the next Annual General Meeting.
16. One auditor who is not a member of the committee shall be elected annually at the Annual General Meeting to audit the accounts and books of the Association.
17. Special General meeting may be called at the written request of a minimum of 10 members.
18. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
19. The Treasurer shall be responsible for keeping the accounts of all income and expenditure and shall present a financial report at all committee meetings and shall present the accounts duly audited for approval by the members of the Annual General Meeting.
20. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the officers of the Association.
21. The financial year shall commence on 1st September.
22. Any matters not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the committee whose decision shall be final.
23. No alterations to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for the purpose. No amendments or alterations shall be made without prior written permission of The Charity Commission to clause 2, 23 and 24 and no alteration shall be made which could cause the Association to cease to be a charity by law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an Annual General Meeting or Special General Meeting.
24. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of the children of the closing school will go, in any matter which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

October 2012