

# Cleddau Reach VC School Friends Association Constitution

## **Objectives**

- To encourage the fullest co-operation between school, home and the communities of Llangwm, Burton and Rosemarket.
- To organise a range of fund raising activities so that the school amenities may be improved and additional equipment or teaching aids may be purchased to the advantage of the children.
- To participate in activities associated with the support and advancement of the children's education and activities that support the development of links between the school and the local communities.
- In matters concerned with the curriculum of the school the views of the headteacher and staff of the school should be the final consideration in coming to a decision.

## **Membership**

This shall be open to all parents/guardians of children attending Cleddau Reach VC Primary School, the school staff and others from the local communities with an interest in supporting the objectives outlined above.

## **Management**

- This will be in the hands of the committee elected annually at the Annual General Meeting and shall consist of the headteacher, staff and a minimum of three and a maximum of nine parents.
- Only parents/guardians may vote at the A.G.M. or become officers at subsequent meetings.
- The committee shall have power to co-opt members of the association as they see fit.
- A minute book, in respect of all transacted business at all General and Committee meetings, is to be kept by the Secretary or a person appointed by the Chairperson.
- The minute book must record all resolutions passed at the meetings, be signed by the Chairperson and be available for inspection by persons entitled to attend meetings.

## **Officers**

- The Chairperson and other officers shall be elected at the A.G.M.
- Sixty per cent of the committee shall constitute a quorum.
- A committee member who fails to attend three consecutive meetings without good reason shall be deemed to have resigned.

## **Finances**

- Official receipts will acknowledge all money received.
- A bank account in the association's name will be used for all deposits.
- The committee will authorise all payments. Where expenditure is for £500 or more, this must be discussed at committee and at least two-thirds of the members present must agree to the expenditure before any commitment is made.
- Cheques for the association will be signed by two of the following: Chairperson, Treasurer and Headteacher.
- The Treasurer shall be responsible for keeping account of all income and expenditure and shall present a Financial Report to all Committee meetings.

- The Treasurer shall present the accounts duly audited for approval by the members at the A.G.M.
- The association's accounts will be audited annually by a person independent of the association and are open to inspection by members at any time.
- The financial year will cover the period 1<sup>st</sup> September - 31<sup>st</sup> August.
- The association is to remain a Charity at Law.
- Appropriate insurance will be in place to cover the work of the Association.

### **Communication**

- All communication appearing in letters and on the Friends website should be approved by the Headteacher and Chairperson.
- Association letters to families will be distributed through school and copies made available on the Associations website.
- Minutes of meetings will be distributed to committee members, all present at the meeting and anybody who sent apologies. Minutes will also be made available on the school noticeboard and the Association website.
- All letters from the Association will be on coloured paper containing the Association logo.

### **Meetings**

- The Annual General Meeting shall be held in September and members shall be given at least seven days notice prior to the meeting.
- Extra-ordinary General Meetings may be called by a majority of the committee as required.
- Meetings shall be held at least once per term, dates to be mutually decided upon. Special meetings may be called at the discretion of the majority of the committee.
- Except where otherwise provided in this constitution, every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.
- The association may be dissolved by a resolution presented at an Extra-ordinary General Meeting called for this purpose.
- The resolution must have the assent of two-thirds of those present and voting.
- Such a resolution may give instructions for any assets remaining after satisfying any outstanding debts and liabilities.
- These assets shall be distributed for the educational benefit of the children within the school.
- If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

## **Changes to this Constitution**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any *Annual General Meeting* or *Extraordinary General meeting*.

**Last updated:** March 2014