

# **The Friends' Association of St. James the Great School.**

## **CONSTITUTION**

### **1 NAME**

The name of the Association shall be "the Friends Association of St. James the Great School".

### **2 Aims and Objectives**

The objects of the Association are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority) and an ancillary thereto and in furtherance of this object the Association may:

- (a) foster more extended relationships between the staff, parents and others associated with the school; and
- (b) engage in activities which support the school and advance the education of the pupils attending it.

3 The Association shall be non-political.

4 The president of the Association shall be the Head Teacher, and shall be informed of and shall have the right to attend all committee meetings. The President shall have the power of veto on all issues concerning the education of the school pupils.

5 The parents (guardians) of any pupils, the Governors and staff are eligible for membership of the Association. Other persons subscribing to the aims and objects of the Association as detailed in Clause 2 may be accepted into membership at the Committee's discretion.

### **6 MEMBERSHIP**

Membership is by termly subscription of £5. Persons may hold more than one membership.

7 The management and control of the Association shall be vested in a Committee which shall consist of the following: -

The Head of the school and the following officers who shall be elected annually  
Chairman, Vice Chairman, Treasurer, Secretary

together with any positions as shall be agreed by the Committee. At the first committee meeting after the AGM the committee shall elect the above officers from among its members.

8 The Committee shall comprise no more than 16 members elected at each AGM. In addition the teaching staff will be invited to nominate two teachers for membership of the committee. The Committee may also, at a committee meeting, co-opt up to four non-voting members to serve until the next AGM.

9 Five members or one third of the said committee (which ever is the greater shall constitute a quorum for the committee.

10 Committee meetings shall be held at least once each term at such times and places as the Committee shall direct.

11 The AGM of the Association shall be held in the Autumn Term of each year or later at the discretion of the Committee if for the purposes of alignment with the date of a meeting of the governors and parents. At the AGM the chair will be taken by the chairman or in his/her absence by the Vice- Chairman of the Committee who shall have a casting vote.

12 The quorum for a General Meeting is at least one tenth of the membership.

13 The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of such sub-committees shall be reported to the committee as soon as possible and provided further that no such sub-committee shall expend funds otherwise than in accordance with a budget agreed by the Committee.

14 A Special General Meeting shall be convened at the request on writing to the Secretary of TEN members of the Association. Such a meeting shall be held within thirty days of the request. Agenda and motions submitted shall be circulated to all members.

15 No alteration to this constitution shall be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clause 2 (objects), Clause 17 (dissolution) and this Clause and no alteration shall be made which would cause the association to cease to be a charity in 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.

16 The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited at the AGM. The accounts will run from 1 September each year until 31 August the following year. The banking account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the Chairman, Treasurer and Secretary.

17 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 or 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 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 manner 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.

18 The Association shall take out Public Liability Insurance to cover all its meetings and activities.

19 Any matter not provided for in the constitution shall be dealt with by the Committee whose decision shall be deemed final.

20 Only paid up members of the Association may vote at an AGM or SGM, or serve on the Committee. Irrespective of the number of their subscriptions, each member of the Association shall only have one vote.

21 Should an elected member of the committee resign the committee may appoint a replacement to serve until the next AGM.

## **22 AUDITOR**

At least one auditor shall be appointed by the AGM. Should no appointed auditor be available to complete the audit a replacement shall be appointed by the chairman.

**November 2003**