



## **The constitution of the Friends of St. Robert Southwell Catholic Primary School**

### **1. Title & Address**

- (i) The title of the Association shall be “Friends of St. Robert Southwell School”.
- (ii) The administrative offices of the Association shall be the address of the school.

### **2. Aims**

- (i) To support the school in the education of our children.
- (ii) To help raise funds to enrich the resources of the school.
- (iii) To foster links within the school and the local community.

### **3. Members**

All parents are automatically members of the association.  
Parents/teaching staff/non-teaching staff may wish to put themselves forward as members of the committee or on the list of parent volunteers who can be called upon for help when needed.

### **4. Officers**

- (i) The President of the Association shall be the Headteacher.
- (ii) The Honorary Patron of the society shall be the Parent Governor
- (iii) The Administrative Officers of the Association shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Officers shall be elected by the committee at the first committee meeting after the Annual General Meeting.

## **5. Committee**

- (i) The committee shall consist of 15 parents of children currently at the school, the Headteacher as officio and a volunteer member of the staff, making a total of 17. It is acceptable to exceed this number if sufficient parents' volunteer. However, if parent volunteers fall below 8, the Association would not be able to be sustained. Members serve a minimum of 2 consecutive years.
- (ii) Meetings are generally held once per term with additional meetings as necessary depending on the nature of the event.
- (iii) If any committee member fails to attend 3 consecutive committee meetings without apology, he or she shall be deemed to have resigned.
- (iv) The Secretary shall keep proper minutes of all proceedings and conduct all correspondence on behalf of the Committee.
- (v) The Treasurer shall receive, bank, disburse (with the approval of the committee) and keep an account of all monies on behalf of the Association. All such monies shall be kept in a banking account which shall be made in the name of the Association and withdrawals shall be made on the signature of the Treasurer and any one of the following Officers of the Association: The Chairperson, Vice Chairperson, The Secretary.
- (vi) The committee shall not undertake any activity in the school premises without the consent of the Headteacher.

## **6. Voting & conduct of meetings**

- (i) Voting at all meetings of members and committee shall be determined by a show of hands, except where the majority of those present demand a ballot.
- (ii) The Chairperson of all meetings shall have a casting vote in addition to their own vote.
- (iii) Voting on resolution shall be either on a majority or a two third vote as determined by the committee.

## **7. Annual General Meeting**

The Annual General Meeting shall be held in the Autumn Term of each year for the purpose of: -

- (i) The Chairperson to report to all parents the activities of the Association.
- (ii) Treasurer to present accounts to all parents and explain the financial position of the Association.
- (iii) To discuss any matters involving the Association with interested parties.
- (iv) To appoint an independent examiner for the coming year.

## **8. Extraordinary General Meeting**

An EGM may be called at any time by the committee and must be called within 21 days after a written request to the committee from at least 10 members.

## **9. Quorum**

Is a third of the committee members. No decisions can be made with less than a quorum present.

## **10. Insurance**

Yearly membership of the National Confederation of Parent Teacher Association (NCPTA) includes £10 million Public Liability Insurance.

## **11. General**

The Governing Body and the Headteacher shall have the ultimate decision on all education and staff matters.

## **12. Amendments**

No alteration to this constitution may be made except at the AGM or EGM called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission, and no alteration shall be made which could cause the Association to cease to be a charity in law. Alteration to the constitution shall receive the assent of two thirds of the members present and voting an AGM or EGM.

## **13. Dissolution**

In the event that the association ceases to exist, any remaining school funds should be for the benefit of the children at school.