

## **Friends of St. Peters Primary School CE VC Primary School Constitution**

1. The name of the Association shall be the Friends of St. Peters
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:-
  1. Develop more extended relationships between the staff, parents and other associated with the school.
  2. Engage in activities which support the school and advance the education of the pupils attending it.
  3. 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. All parents/carers of children at the school and staff are automatically members of the Association. (Note 1).
5. The management of the Association shall be vested in a Committee consisting of the following Officers: - Chairperson, Vice-Chairperson, Secretary and Treasurer, together with up to 20 other members. Alternatively, Co-Chairs may be appointed in lieu of Chairperson in recognition of other personal commitments.
6. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities Officers and Committee. (Note 2).
7. The Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting. Officers of the Association and members of the Committee can offer themselves for re-election, but the same person cannot remain in the same office for more than three years unless the election is unopposed.
8. One third of members of the Committee shall constitute a quorum (see Note 3) this will include the Chair or Vice-Chair and Treasurer or Secretary.
- 8a For all decision-making involving expenditure, at least one-third of independent committee members, with no conflict of interest, will be required for the decision to be valid. I.e. for any decision-making which would directly benefit any relatives of any or all of those committee members relied upon to make that decision, on that occasion.
9. The Committee shall have the power to co-opt a maximum of four (Note 4).
10. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such 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 the budget agreed by the Committee.
11. Committee meeting shall be held at least three times per academic year (i.e. once every two terms).

12. The Annual General Meeting will be held in the first (14) days of October. (Note 5). At the Annual General Meeting, the Chair will be taken by the Chairperson or in his/her absence the Vice Chairperson of the Committee.

13. Nomination 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 the Annual General Meeting.

14. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.

15. 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.

16. Special General Meetings may be called at the written request of a minimum of 10 members.

17. Thirty days, notice shall be given of any Special General Meeting to all members of the Association.

18. The Treasurer shall be responsible for keeping account of all the Income and Expenditure and shall present a financial report to all Committee meetings, and shall present the accounts duly audited for approval by the members at the Annual General Meeting.

19. 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. No signatory of cheques may sign a cheque payable to themselves.

20. The financial year shall commence on 1<sup>st</sup> September. (Note 6).

21. Any matter 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.

22. No alteration to this Constitution may 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 prior written permission of The Charity Commission to Clauses 2, 22 and 23 and no alteration shall be made which could 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 the AGM or Special General Meeting.

23. 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 manner which is exclusively charitable in law. If effect cannot be given to some other charitable purpose.

24. The Association may not carry out any fund raising event without the permission of the Head Teacher.

25. The Association may not expend funds on purchases for the school without the permission of the Head Teacher.

#### Notes

1. Membership can also include past parents, grandparents, friends of the school, ancillary staff and governors.

2. Membership of the National Confederation of Parent Teacher Associations automatically provides this.

3. A quorum will depend upon the size of the whole Committee; it must be one third of its members.

4. Co-opted members. The number would depend on the size of the Committee, usually two co-optees would be sufficient. They could have voting rights.

5. The Annual General Meetings should take place during Term 1 to enable new parents to be involved from the start of the new school year.

6. The financial year will be for twelve months.

Constitution set on the 10<sup>th</sup> October 2016