

Constitution of

The Friends Of Bowes
Parent Teacher
Association

Registered Charity Number 292487

3 October 2000

1. Title

The Association shall be known as the FRIENDS OF BOWES (hereinafter called 'The Friends').

2. Aim

The aims of The Friends shall be to advance the education of the pupils of Bowes Primary School (hereinafter called 'The School') by providing and assisting in the provision of facilities for education at The School (not normally provided by the Education Authority) and as an ancillary thereto. In furtherance of this aim The Friends may:

- i) foster more extensive relationships between staff, parents and others associated with the school;
- ii) engage in activities which support the school and advance the education of the pupils attending it;
- iii) enable the school to seek the views of parents when setting school policies.

3. Politics

The Friends shall be non-political, except in matters which directly affect the school.

4. Ordinary Membership

Ordinary membership is automatically open to any parent of a child currently attending the school or any current member of staff of the school. There shall be no subscription. Only Ordinary Members and Committee Members shall have the right to vote at the Annual General Meeting or Extraordinary General Meetings subject to clause 6(b) below.

5. The Executive Committee

- 5a) The management of The Friends shall be vested in the Executive Committee (hereinafter called The Committee).
- 5b) The Committee shall be elected at an Annual General Meeting. All Ordinary Members attending the AGM will be entitled to vote for The Committee.
- 5c) The Committee shall consist of a minimum of nine elected Ordinary Members including the Officers, if possible representing each class in the school, and a staff representative.
- 5d) The Head Teacher and/or his or her nominated representative shall be a permanent ex-officio member of The Committee (and shall not be subject to election).

6. Officers

Any member of The Committee shall be eligible to hold one of the following offices on The Committee:

- Chairperson
- Vice Chairperson
- Treasurer
- Vice Treasurer
- Secretary
- Events Officer

The list of Officers is not exhaustive.

6a) Nominations

Officers shall be nominated and seconded by Committee Members at the first committee meeting following the AGM.

6b) Conducting the Vote

Only Committee Members shall be eligible to vote. The vote shall be conducted by a show of hands in the presence of all persons attending the meeting.

7. Sub-Committees

The Committee shall be empowered to form sub-committees for specific purposes and to co-opt additional members when required.

8. Terms of Office

8a) Committee Members

Terms of office shall run for a maximum of one calendar year from October to October, to fit with the dates of the School year.

Committee Members may, if they so wish, stand for re-election.

8b) Officers

Terms of office shall run for a maximum of one calendar year from October to October, to fit with the dates of the School year.

Officers may, if they so wish, stand for re-election at the end of one year's terms of office. Ideally, no Officer shall hold the same office for more than a maximum of three consecutive years.

9. Location of Meetings of the Friends

Meetings shall always be held at The School unless, due to exceptional circumstances, an alternative venue is necessary. The alternative venue must be clearly stated on the agenda.

10. Quorum

A Committee meeting will not be quorate unless at least six members of The Committee are present, which must include at least two Officers.

11. Ordinary Meetings

- 11a)** There will be minimum of four Ordinary Committee Meetings per school year.
- 11b)** The Secretary shall, at least seven clear days before such Committee meeting is due to take place, send out notice of each meeting, together with an agenda. Failure to give seven clear days notice may nullify the meeting, at the discretion of the Committee.
- 11c)** Non Committee members may attend Ordinary Meetings. However, they shall have no voting rights.
- 11d)** In any matter voted upon by the Committee, a simple majority shall suffice to carry the motion unless otherwise stated herein.

12. Retirement

- 12a)** In the event of the retirement of an Officer or Committee Member, or termination in accordance with clause 12(b) below, the Committee shall be empowered to elect a successor for the remaining term of office.
- 12b)** The Committee may terminate by a majority vote an Officer or Member's Term of Office if for any reason the Committee consider the Officer or Member to be unfit or unable to carry out their term of office.

13. Annual General Meeting

- 13a)** An Annual General Meeting (AGM) shall be held during October or November every year.
- 13b)** Notice of the AGM together with an Agenda and Summary of Accounts shall be sent to all parents of The School twenty-one clear days before the meeting is due to take place. Failure to give twenty-one clear days notice will nullify the AGM.
- 13c)** Items for Any Other Business shall be submitted in writing to the Secretary not less than two clear school days prior to the meeting.

14. Extraordinary General Meeting

An Extraordinary General Meeting (EGM) of The Friends may be called at any time by The Committee or upon receipt by the Secretary of a request signed by a minimum of one-fifth of Ordinary Members with twenty-one clear days' notice being given.

15. Finance

- 15a)** The Financial Year shall run from 1st October to 30th September in each year.
- 15b)** The Committee shall ensure that proper accounting records of The Friends, complying with the requirements of current legislation, are kept. The accounting records shall, in particular, contain:
- i) entries showing day to day monies received and expended and the matters in respect of which the receipt and expenditure took place;
 - ii) a record of the assets (e.g. money, goods and property) held and any monies owed by The Friends.
- 15c)** At each meeting of The Friends the Treasurer shall present an up-to-date written statement of receipts and payments to The Committee, acceptance of which shall be recorded in the minutes.
- 15d)** The funds of The Friends shall be applied to further its objects at the discretion of The Committee in consultation with The School. All funds other than a petty cash account to be held by the Treasurer for current expenditure, shall be banked with a bank determined by the Committee.
- 15e)** The Committee shall elect three members, two of whom shall be Officers, to be signatories to the bank accounts. Two of those elected, one of whom shall normally be the Treasurer shall sign all cheques. Duplicate bank statements shall be sent to the Chair.
- 15f)** All funds which accrue shall be held by The Friends for the use of The School. All payments made to The Friends shall be held in an audited interest-bearing account until The School requires such funds.
- 15g)** Accounts shall be prepared annually by the Treasurer for scrutiny at the AGM or an EGM. Two non-committee members appointed at the AGM shall audit the accounts.

16. Alteration of the Constitution

No alteration of the Constitution may be made except at the AGM or at an EGM called for this purpose. Any such amendment must be approved by a two-thirds majority of the votes. No alteration or amendment shall be made to Clause 2 or Clause 18 which would cause The Friends to cease to be a charity at law.

17. Dissolution

In the event of the dissolution of The Friends, an EGM shall be called, and the decision must be approved by a two-thirds majority of those present and voting.

Any assets remaining on dissolution of The Friends, after satisfying any debts or liabilities, shall not be distributed amongst the members of The Friends but shall be given to the school for the benefit of the pupils in any manner which is exclusively charitable at law.

18. Educational matters

The Head Teacher shall have the ultimate decision in all educational matters only.

Chair:
Date:

Secretary:
Date:

DEFINITIONS:

‘Parent’

– includes parent, guardian and carers of any child at the school.

‘Staff of the School’

– includes teaching and non-teaching staff.

‘Ordinary Member’

– any parent (as defined above) or member of staff (as defined above) shall automatically become an Ordinary Member on registration of the child at the School, or on the member of staff taking up appointment.