

ST. FRANCIS SCHOOL ASSOCIATION CONSTITUTION

1) TITLE

St. Francis School Association

2) OBJECTS

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. In furtherance of this object the Association may :-

a. foster more extended relationships between the staff, parents, governors and others associated with the school.

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. MEMBERSHIP

Membership of the Association shall be open to:-

- i. Governors
- ii. ~~Teaching and Non-teaching~~ staff of the school
- iii. Parents of pupils attending the School
- iv. Individuals who are over the age of 18 who are not within the categories above, but who in the Opinion of the Committee have a genuine interest in the school and wish to further it's general aims and purposes.

The President of the Association shall be the Head Teacher and the Vice-President of the Association shall be the Chairman of Governors.

5. MANAGEMENT

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

- Chairman
- Treasurer
- Secretary
- The Head Teacher (ex officio)
- 8 Parents
- 2 members of staff at least one of whom shall be a teacher
- 1 Governor

The officers and parent members shall be elected at the Annual General Meeting (hereafter referred to as the AGM). The staff representatives shall be elected by the staff. The Governor will

be appointed by the Governing Body.

6. Nine or $\frac{1}{2}$ of the Committee whichever is the greater shall constitute a Quorum for the Committee.

7. Committee meetings shall be held at least once each term.

The Vice President shall receive Agenda and Minutes of Committee and is entitled to attend but not vote.

8. The AGM of the Association shall normally be held in the Autumn Term of each year. At the AGM the Chair shall be taken by the Chairman or in his/her absence by the Vice-Chairman of the Committee.

9. The Committee may appoint such committees and working parties as are deemed necessary, providing that at least one full Committee member sits on each of these. The Committee may delegate to these bodies such powers as it sees fit, providing these do not conflict with the terms of this Constitution. All sub-committees must report back to the main committee. No such sub-committees shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

10. One tenth of all members shall constitute a quorum at the AGM or Extraordinary General Meetings (hereafter referred to as EGM).

11. The Committee may co-opt up to four additional members who may attend meetings and take part in discussion. Co-opted members shall not vote. Co-opted members shall not exceed $\frac{1}{3}$ of the committee members.

12. An EGM shall be convened at the request, in 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.

13. Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve until the next AGM or EGM.

14. At the first Committee meeting after the AGM the Committee shall elect a Vice Chairman from among its members.

15. Alteration to this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual or Special General meeting. A resolution for the alteration of the constitution must be given by the Secretary to the membership and must include notice of the alteration proposed: Provided that no alteration to clause 2 (Objects), Clause 19 (Dissolution) or this clause, shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained; and no alteration shall be made which would have the effect of causing the Association to cease to be a charity in law.

16. The Hon. Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM. The Banking Account shall be in the name of the Association on the signature of any two of the following:- Chairman, Treasurer, Secretary.

17. An auditor, not being a member of the Committee shall be appointed annually at the AGM to Audit the Accounts and books of the Association.

18. The Association will report its activities to the Governing Body in September each year. This shall include a copy of the accounts for the preceding year.

19. The Association may be dissolved by a Resolution passed by a two thirds majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days notice shall have been given [to the members]. Such resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects of the Association as the Association may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

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

21. That any matter not provided for in the Constitution shall be dealt with by the Committee.

22. The Headteacher or Deputy Headteacher in his/her absence shall have the ultimate decision on any educational matters.

12th October 1993