

THE FRIENDS OF CLIDDESSEN SCHOOL  
CONSTITUTION

1. Name

The name of the association shall be “The Friends of Cliddesden School”.

2. Aims

The object of the association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-

- a) Develop more extended relationships between the staff, parents and others associated with the school.
- b) Engage in activities which support the school and advance the education of the pupils attending it.
- c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.

3. Membership

- a) Membership shall consist of all parents or legal guardians of pupils attending the school, all staff and governors.
- b) Associate membership (without voting rights) shall be open to parents and legal guardians of former pupils, as well as to friends of the school, on request.

4. Committee

- a) The management of the day to day affairs of “The Friends” shall be vested in a committee which shall consist of the following:-

- Chairperson
- Honorary Secretary
- Honorary Treasurer
  
- A committee of not more than 10% of the total membership will be elected at an Annual General Meeting.
  
- The Headteacher will be an ex-officio member of the committee.

The committee shall be subject to CRB checks in accordance with Charity Commission expectations.

- b) At the first committee meeting after the AGM the committee shall elect a Deputy Chairperson from amongst its members.
- c) The officers and committee shall be elected at an AGM and shall serve until the commencement of the next AGM.
- d) The elected officers shall serve no more than two consecutive years in any office unless no other nomination is received.

## 5. Management

- a) The committee shall form a majority quorum of committee members, including one of the executive committee and teacher representative and meet at its discretion during its year of office.
- b) The committee shall have the power to co-opt members as they see fit, but said co-opted members shall have no voting rights.
- c) The committee shall have the power to appoint any sub-committee and to prescribe the function of any sub-committee. Any such committee must report back to the main committee as soon as possible and must not spend any of the Committee funds other than those agreed in a pre-determined budget.
- d) Any matter not provided for in the Constitution shall be dealt with by the committee whose decision shall be deemed final.

## 6. Meetings

- a) Committee meetings shall be held at least once each term and shall be open to all volunteer members.
- b) The AGM shall be held in the first term of each school year to receive Reports and Accounts for the previous year, and to elect officers and committee. At least 14 days notice shall be given to all members.
- c) Special General Meetings shall be called at any time by the Honorary Secretary following a resolution of the committee, or at a written request of a minimum of ten members. At least 14 days notice of such a meeting shall be given to all members.
- d) Motions and nominations to be considered must be carried by 75% of members attending the Annual General Meeting.

## 7. Finance

- a) The Honorary Treasurer shall be responsible for keeping account of all income and expenditure, and shall present a current financial report at each committee meeting and shall present a statement of the year's accounts at the Annual General Meeting.
- b) An account shall be operated in the name of the Association and withdrawals shall be made on the signature of the Honorary Treasurer plus another designated committee member.
- c) The funds shall be kept in an account separate from the School's.
- d) The financial year shall end on 31st July.
- e) The accounts must be audited annually by an independent auditor.

## 8. Insurance

The committee shall undertake to provide adequate insurance cover for any activities organised by them taking place off school premises.

## 9. Alterations to the Constitution

No alteration to this Constitution may be made except at the AGM 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, 9 and 10 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.

#### 10. Dissolution

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 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 school closure to the school to which the majority of 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 assest can be given to some other charitable purpose.

Adopted in full at:  
Friends AGM  
Wednesday 16th September 2009