

Sandling County Primary School Parents & Teachers Association
Known as Friends of Sandling School (FOSS)
Constitution

1. The name of the Association shall be Friends of Sandling School (FOSS).
2. 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 (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of this object the Association may:-
 - a) foster more extended relationships between the staff, parents and others associated with the school and
 - 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. The President of the Association shall be the Headteacher.
5. The Vice-President shall be the Deputy Headteacher.
6. The management and control of the Association shall be vested in a committee which shall consist of the following Officers, who shall be elected annually at the AGM and must be parents of pupils attending the school:-
 - a) Chairperson
 - b) Treasurer
 - c) Secretary
7. A general management committee will be appointed consisting of the Officers plus up to an additional 20 members.
8. A minimum of 3 committee members may form a quorum, one of which must be an Officer.
9. Committee meetings will be held at least 3 times per year at such times and places as the committee shall direct.
10. The Annual General Meeting will be held in Term1 of each year.
11. The committee shall have the power to co-opt members and to appoint any sub-committee and shall prescribe the function of any such sub-committee.
12. A special General Meeting shall be convened as a request in writing, to the Secretary. 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 only while the person in whose place he/she is co-opted would have served.
14. At any time after the Annual General Meeting the committee may elect a Vice-Chairperson from among its members.
15. Where parents no longer have children at the school but wish to continue their interest in the school through the association, such parents may be accepted as helpers to the committee but must not hold office as Chairperson, Secretary or Treasurer or serve on the committee. (Term of office ends at AGM.)
16. No alteration of the rules may be made except at the Annual General Meeting or at a Special Meeting called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.
17. The Treasurer shall keep an account of all income and expenditure and shall submit accounts duly audited at the AGM. The Bank account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:-

- a) Chairperson
 - b) Treasurer
 - c) Secretary
 - d) A N Other member of the Committee
18. An Auditor not being a member of the committee shall be appointed annually at the Annual General Meeting to audit the accounts and books of the Association.
 19. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the school for the benefit of the children of the school in any manner which is exclusively charitable at law.
 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, whose decision shall be deemed final.
 22. The Headteacher shall have the ultimate decision on all matters.