

# FRIENDS OF SALTERLEE SCHOOL

## CONSTITUTION

- 1 The Name of the Association shall be: "Friends of Salterlee 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 Membership shall consist of all parents and/or guardians of pupils attending the school and all Teachers. (Membership can also include past parents, grandparents, friends of the school, all members of staff and governors and members of the local community.)
- 5 The management of the Association shall be vested in a Committee consisting of the following Officers:
  - Chairperson -
  - Vice Chairperson
  - Secretary
  - Treasurer
  - President -
- 6 The President of the Association shall be the Head Teacher.
- 7 The Officers and the Committee shall be elected at the AGM.

The Chairperson will hold office for a period of one year.

The Vice-Chairperson elected at the AGM will hold the office of Vice-Chairperson for one year and will assume the office of Chairperson the following year.

The Treasurer and Secretary will be elected to serve for TWO years.
8. Meetings of the 'Friends' shall be held at least once each term at such times and places as the Committee shall direct. 4 members and at least two Officers shall constitute a quorum for such meetings.

- 9 The Annual General Meeting of the Association shall be held in September. At the Annual General Meeting the Chair shall be taken by the Chairperson or in his/her absence by the Vice-Chairperson of the Committee.
- 10 All Association activities must be approved by the Association. No alterations to the Codes of Practice shall be made without the assent of two-thirds of the members present and voting at an AGM.
- 11 10 members shall constitute a quorum at the AGM.
- 12 A Special General Meeting shall be convened at the request in writing, to the Secretary, of 10 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 No alteration to this constitution may be made except at the Annual General Meeting or Special General Meeting called for this purpose.
- 14 The Treasurer shall keep an account of all income and expenditure to year end 31<sup>st</sup> July and shall present a financial report of each meeting of the Association or at the request of the Committee and the Accounts duly audited, at the AGM. The Banking 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: President, Chairperson, Treasurer, Secretary.
- 15 All financial transactions should be made according to the Code of Practice approved by the Association.
- 16 The financial year shall commence on 1<sup>st</sup> August.
- 17 Two auditors, one to be external to the Friends, shall be appointed at the AGM to audit the accounts and books of the Association.