

Constitution

Friends of Mereside C of E Primary School

The name of the association shall be Mereside School Association

1. Aims and objectives of the Association are to support the education of the pupils by:

- Developing effective relationships between the staff, parents/carers and others associated with the school
- Engage in activities or providing facilities or equipment that support the school
- Assist in the financing of school trips

The Association shall be non-political and non-sectarian

2. Powers

The association has the following powers, which may be exercised only in promoting the aims:

- To provide advice
- To publish or distribute information
- To co-operate with others bodies
- To raise funds (but not by means of taxable trading)
- To set aside funds or reserves for special purposes
- To operate a bank account as the committee deems necessary
- To take out Public Liability and personal accident Insurance to cover meetings, activities, Officers and committee members, to insure the Association's property against any foreseeable risk and to take out other insurance policies to protect the Association where required
- To do anything else within the law which promotes the aims

3. Membership

The membership of the Association shall be open to all those who wish to be positively associated with the aims and objectives of the Association and specifically to all those who have work in or have children attending the school. There will be no charge for membership. Members of the Association are:

- Parents/carers of a pupil currently attending the school
- Members of the teaching & non-teaching staff currently employed within the school
- Any person wishing to offer appropriate support or help the school and who is accepted by the Committee as a member

The Committee may for good reason (whether or not at the request of the Governing Body or Head Teacher) exclude any deemed person from membership whose presence at or support of the school may be deemed to be a danger to the school or it's pupils or staff, or might bring the Association into disrepute.

4. General Meetings

- The Annual general meeting shall be held within the first half term of the new school year.
- All members are entitled to attend any AGM or EGM.
- Three members shall constitute a quorum at the AGM.
- Every issue may be determined by a majority of votes cast. Each member has one equal vote; the chair person has the casting vote if necessary.
- At the AGM, Committee Officers may be elected, however this may also be decided at a regular Association meeting.
- At an AGM the members:
 - Receive accounts from the previous financial year
 - Receive a report of the Committee activities since the last AGM
 - Elect the Committee if necessary
 - Discuss & determine any issues of policy or deal with any other business put before them
- An AGM may be called at any time by the Committee and must be held within 21 days after a written request to the Committee from any two members.

5. The Committee

The management and control of the Association shall be vested in a voluntary Committee consisting of the following officers.

- Officers – chairperson, Treasurer, Secretary.
- Ordinary Committee Members – all others parents/carers and staff attending.

The Committee shall be elected at the AGM and shall hold office until the next AGM. This person may stay in office beyond this, if in agreement with the rest of the Committee.

Nominations for election to the Committee may be made by one member and seconded by another. Such nominations must have the consent of the nominee. The Committee have control of the Association and its property and funds.

A Committee member automatically ceases to be a member of the Committee if he or she:

- Ceases to be a member of the Association
- Resigns by written notice to the Committee
- Is removed by resolution passed by all members of the Committee after inviting the views of the Committee member concerned and considering the matter in light of any such views.
- A technical defect in the appointment of a Committee member of which the Committee are unaware at the time.

6. Committee Meetings

- Committee meetings will be held at least termly at a place specified by the Committee.
- Three members of the Committee shall constitute a quorum for the Committee.
- Every issue may be determined by majority of the votes cast, with all members having one equal vote. The chairperson has the casting vote, where necessary.

7. Powers of the Committee

The Committee have the following powers in the administration of the Association:

- To make rules consistent with this constitution about the Committee members, to govern proceedings at general meetings and generally about the running of the Association (including the operation of bank accounts and the Committee funds).
- No alterations of the rules may be made except at the AGM, or at a special meeting (EGM) called for this purpose.
- No alteration or amendment shall be made to the objects clause of the constitution.
- Any matter not provided for in the constitution shall be dealt with by the Committee.
- The Committee shall not undertake any activity in the school premises without the consent of the head teacher.

- Other issues related to the children's education, the school curriculum, discipline and on any other professional matters, the head teacher has the ultimate decision.

8. Licensing responsibilities

- The Committee will ensure it seeks the appropriate license for each event held within the school.
- The Committee will ensure that tickets for any adult only event / fundraising activity (18 years and over) are only sold by adults to adults.
- Any correspondence relating to an adult only event / fundraising activity will be clearly addressed to the relevant adult(s) in a sealed envelope.
- In any correspondence relating to an adult only event / fundraising activity it will be made clear that the tickets can only be sold to adults.
- Any prizes (monetary or otherwise) won by an adult during an adult only event / fundraising activity will only be collected by an adult.

9. Records & accounts

- The Committee must keep records of all proceedings at general and committee meetings.
- The treasurer shall keep an account of all income & expenditure and this must be made available for inspection by any member of the Association.
- An annual report of accounts will be given at the AGM.
- The banking Account shall be made in the name of the Association. Withdrawals shall be made in the name of the Association on the signature of the treasurer and a staff Committee member.

10. Property & Funds

- The property & funds of the Association must only be used for promoting the objectives of the Association.
- No Committee member may receive any payment of money or other material benefit from the Association except for out of pocket expenses incurred in the administration of the Association.
- The Association is a member of the National Confederation of the parent-teacher Associations (NCPTA), and as such will be covered by their public liability insurance.

11. Amendments

- This constitution may be amended at a general meeting by a two-thirds majority of the votes cast.
- The members must be given 21 clear days' notice of the proposed amendments.
- No amendments are valid if it would make a fundamental change to the objectives or to this clause of the Association.

12. Dissolution

- The Association may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolutions must give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.
- The net assets remaining shall not be distributed amongst the members of the Association, but will be given to the school for the benefit of the pupils of the school.