

Constitution of Friends of Toll Bar Primary School

Aims and Objectives

The aims of the Group shall be to advance the education of the pupils of Toll Bar Primary School by providing facilities and equipment over and above what the local education authority provides for the school.

To further the schools involvement in the wider community for the benefit of all ages; adults and children alike, providing support, skills and develop and improve community cohesion.

Powers

In furtherance of the aims, but not otherwise, the committee may carry out the following powers:

- Power to raise funds and to invite and receive contributions, provided that in raising funds the committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law.
- Power to do all such other lawful things as are necessary for the achievement of the aims.
- To develop links in partnership working with other agencies.

Membership

- Membership of the Group shall be open to anyone living in the Doncaster and surrounding areas and those persons being interested in helping the Group to achieve its aims and be willing to abide by the rules of the Group.
- Every member shall have one vote at General Meetings
- The membership of any member may be terminated for good reason by the Management Committee

Management

- The Group shall be administered by a Management Committee of not less than three voting members and not more than a total of 10 members elected at the Group's Annual General Meeting. Members under 18 can be on the management committee but will be non-voting and will be drawn from members of the school council.
- The management committee shall meet at least three times a year
- The chairperson shall chair all meetings of the Group. If the chair is absent from any meeting, the vice-chair shall chair the meeting.
- The officers of the management Committee shall be: the Chairperson, the vice-chair, the Treasurer, the Secretary and the school representative.

- The quorum for Management Committee meetings shall be a minimum of three
- Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.

The duties of the Officers

- a) The duties of the Chairperson shall be:
- To preside at meetings of the Committee and the organisation and as may be required by the Committee to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies.
- b) The duties of the Secretary shall be:
- To prepare in consultation with the Chairperson the agenda for the meetings of the Committee
 - To take the minutes of all meetings
 - To collect and disseminate information on all matters affecting the organisation
- c) The duties of the Treasurer shall be:
- To supervise the financial affairs of the organisation
 - To ensure that proper accounts are kept with regards to all monies received by and paid out by the organisation

Finance

- Any money obtained by the Group shall be used only to achieve the aims of the Group
- Any bank accounts opened for the Group shall be in the name of the Group
- Any cheques issued shall be signed by the Treasurer, one other nominated officer and the school signatory.
- The funds of the Group, including all donations, contributions and bequests, shall be paid into an account opened by the Executive Committee in the name of the Group at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

Annual General Meeting

The Group shall hold an Annual General Meeting (AGM) in the month of October.

All members shall be given at least 7 days notice of the AGM and shall be entitled to attend and vote.

The business of the AGM shall include: -

- Receiving a report from the Chairperson on the Group's activities over the year
- Receiving a report from the Treasurer on the finances of the Group
- Electing a new Management Committee, and
- Considering any other matter as may be decided.

The quorum for the AGM and any general meeting shall be ten.

Special General Meeting

A Special General Meeting may be called by the Management Committee or members to discuss an urgent matter. The Secretary shall give all members 14 days notice of any Special General Meeting together with notice of the business to be discussed.

Alterations to the Constitution

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

Dissolution

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another group with similar aims.