

## **Constitution for the 'Friends of Larkfields Junior School'**

1. The name of the Association shall be 'Friends of Larkfields Junior School'.
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. (This is an essential clause).
3. The Association shall be non-political.
4. The Head Teacher shall have the ultimate decision on all educational matters.
5. The President of the Association shall be the Head Teacher, or in his absence, the Deputy Head Teacher.
6. The management and control of the Association shall be vested in the following officers, who shall be elected annually at the Annual General Meeting:
  - i. Chairman
  - ii. Vice Chairman
  - iii. Treasurer (Parent)
  - iv. Secretaryand all parents attending the meeting.
7. Five members shall constitute a quorum for the ordinary meetings.
8. Ordinary meetings shall be held at least twice a term.
9. The Annual General Meeting of the Association shall be held in September/October of each year. At the Annual General Meeting, the Chair shall be taken by the Chairman or in his/her absence, by another member of the Group.
10. There is a quorum at a General Meeting when the number of members present is at least twice the number of committee members/trustees in office at the start of the meeting.
11. The Meeting shall have the power to appoint members to particular tasks, as it deems appropriate to conduct its business.

12. A special General Meeting shall be convened at the request, in writing, to the Secretary, of ten 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. Where a child leaves school during the year then the parent, being a member of the Association shall be deemed to continue as such until the next Annual General Meeting.
14. 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 Friends of the School and shall be entitled to full membership with the exception that they may not hold office as Chairman, Secretary or Treasurer.
15. 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. (This is an essential clause).
16. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts duly audited at the Annual General Meeting. 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:
  - i. Chairman
  - ii. Vice Chair
  - iii. Treasurer
  - iv. SecretaryThe Treasurer has the delegated authority to operate internet banking on behalf of the Association.
17. One auditor shall be appointed annually at the Annual General Meeting to audit the accounts and books of the Association.
18. 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. (This is an essential clause).
19. The Association shall take out Public Liability Insurance to cover all its meetings and activities.
20. That any matter not provided for in the Constitution shall be dealt with by the Officers, whose decision shall be deemed final.