

Forty Hill C of E School Constitution

January 2013

1. Name

The Association shall be known as The Association of Parents and Friends of Forty Hill Church of England School.

2. Objects

The Association shall be non-party in politics.

The object of the Association is 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 Authorities) and as 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.
- b) Engage in activities which support the School and advance the education of the pupils attending it.

Nothing in the constitution or any rules made by the Association shall permit the Association to have any say in the administration or management of the school.

3. Membership

All parents and guardians of children on the school roll and members of the school teaching staff and others who express an interest in the aims of the Association, shall be members of the Association if they so wish.

The affairs of the Association shall be regularly circulated through the school newsletter and school website. This is to be known as the means by which the Association communicates to its members and how the Association notifies members of its meetings. It is the responsibility of the members themselves to ensure that they remain informed.

4. Management

- a) The affairs of the Association shall be conducted by an Executive Committee of four members, with the Chair of Governors and Head Teacher as ex officio.
- b) The Executive Committee members shall be elected for a period of one year.
- c) The AGM shall elect the Chairman, Vice-Chairman, Secretary and Treasurer.
- d) The APF committee shall also have at least 1 representative from each class, voted by the parents of the class in a secret ballot (where necessary). Their term of office will cease on the last day of the Summer Term.

5. AGM

- a) The Executive committee shall arrange an Annual General Meeting in the Autumn Term of each year for the purpose of receiving the Annual Report of the Executive Committee and the Annual Accounts; of accepting resignations from the Executive Committee; of making recommendations to the Executive Committee and of voting whenever necessary; on proposals to amend the Constitution. At least 14 days notice shall be given to members that the meeting is taking place.
- b) Voting at general meetings shall be by secret ballot. A motion shall require a majority of 2/3 of those voting to be carried. Eight members present shall represent a quorum at a general meeting. At the same time that members are notified of the general meeting, a formal letter including a ballot paper must be circulated to give members that are unable to attend the meeting an opportunity to vote.
- c) Any member proposing to alter or amend the Constitution may do so by giving written notice of the proposed alteration or amendment to the Secretary, not less than fourteen days prior to the date of the Annual General Meeting, or Extraordinary General Meeting. Please also refer to Paragraph 10 'Alterations to the Constitution'.

6. Extraordinary General Meeting

The Chairman or Secretary of the Association may at any time call an Extraordinary General Meeting of the Association, either for the purpose of altering the Constitution or of considering any matter which the Executive Committee may decide should be referred to the members in general. The Chairman or Secretary shall also call such a meeting at the written request of not less than 8 members of the Association. At least 24 hours notice of such a meeting shall be given to members.

7. General Meeting

There shall be at least one general meeting of members each term.

8. Rules of Procedure of the Executive Committee

- a) If a vacancy occurs in the Executive Committee, this committee shall have the power to co-opt a member of the Association to fill the vacancy. This co-option to last until the next AGM.
- b) Three members shall represent a quorum of the Executive Committee meetings.
- c) The affairs of the committee shall be conducted in open discussion.
- d) Voting shall be by the show of hands. In the event of an equal vote the Chairman shall exercise the casting vote.
- e) The committee shall have the power to co-opt further members as necessary and desirable.
- f) In all its business and activities, the committee shall have in mind that the association is an organisation of a church school and shall do nothing to prejudice that status.
- g) The Secretary shall keep a minute book with minutes of all committee meetings.
- h) The Executive committee shall have power to elect such sub-committees as are deemed necessary and to co-opt members to achieve the objects of the association.
- i) The Chairman will be responsible for and attend all sub committees.
- j) Any and all sub committees must follow the constitution in the same manner as the Executive Committee.
- k) The Executive Committee shall meet at least once in each term.

9. Finance

- a) The financial year of the association shall run from 1st October until 30th September
- b) All monies raised by or on behalf of the Association shall be applied to further objectives of the Association and for no other purpose.
- c) The Treasurer shall keep proper accounts of the finances of the Association and shall open accounts in the name of the Association. The Treasurer shall also ensure that proper controls are in place and are adhered to, in order to ensure good accounting practice.
- d) The Treasurer shall file annual returns or accounts with the charity commission, as required by the charity commission. Please refer to www.charitycommission.gov.org
- e) Payments shall be made by the signature or authorisation of one of the executive committee. Appropriate supporting evidence for payments made, the nature and the reason therefore, shall be kept by the treasurer and shall be made available for inspection by other members of the Executive Committee, at their request.
- f) If gross income for the year is greater than the limits given by the charities' legislation then an independent examination or audit of the accounts will be required. (Currently, if gross income is greater than £25,000 an independent examination is required. If gross income is greater than £500,000 then an audit is required.) Please refer to www.charitycommission.gov.org
- g) The Executive Committee shall have the power to invite voluntary subscription if deemed necessary.

10. Alterations to the Constitution

Any alterations to this Constitution shall require the approval of a two-thirds majority of those present and voting at the Annual General Meeting or at the Extraordinary General Meeting at which it is discussed. The proposed amendments must be made available to members at the same time as they are notified of the meeting.

No amendments or alterations may be made to the Constitution which would affect the charitable status of the Association.

The charity commission should be notified of any amendments to the constitution.

11. Dissolution

If the Executive Committee by a simple majority, decide at any time, that on the grounds of expense or otherwise, it is necessary or advisable to dissolve the Association, it shall call an Extraordinary General Meeting of all members giving at least 7 days notice and stating the terms of the resolution proposed at the meeting. If such a decision shall be confirmed by a simple majority of those present and voting at the meeting, the Executive Committee shall have the power to dispose of any assets held by, or in the name of, the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be donated to the Managing Body of the school or such other charitable organisations as the members decide.

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