

## **Constitution of the Friends of Thornden School**

This constitution was amended at the General Meeting of the Association at Thornden School on 16<sup>th</sup> October 2007.

1. The name of the Association shall be “Friends of Thornden School.”
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:
  - a. Develop more extended relationship 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.
  - c. Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).
3. The Association shall be non-party political and non- sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee members.
5. The Association may appoint a Chairperson.
6. The names of the Officers shall be submitted at the Annual General Meeting.
7. Members shall consist of any Parents and/or Guardians of pupils attending the School, all Staff, the Governors and all other Friends of the School.
8. The management of the Association shall be vested in a Committee consisting of the following officers: Chairperson, Vice Chair, Honorary Secretary, Honorary Treasurer together with other Members.
9. The Officers and Committee shall be elected at the AGM and shall serve until the commencement of the next AGM. No elected officer shall hold the same office for more than three consecutive years unless there are insufficient nominations at the time of the AGM.
10. Four members of the Committee shall constitute a quorum.
11. The Committee shall have the power to co-opt members as it deems necessary.
12. The Committee may appoint sub-committee, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided that no such sub-committee shall expend funds of the Association otherwise than in accordance with the budget agreed by the Committee.
13. Committee meeting shall be held at least once a term.

14. The AGM will be held as early as possible during the Autumn term. At the AGM, the Chair shall be taken by the Chairperson or in his/her absence the Vice Chairperson of the Committee. Notice of Motions for consideration at the AGM shall be in the hands of the Secretary twenty-one days before the date fixed for the AGM. Notice of the AGM, together with an Agenda for the Meeting, shall be given at least fourteen days prior to the Meeting.
15. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to and during the AGM.
16. An Auditor who is not a member of the Committee shall be appointed annually at the AGM to audit the accounts and books of the Association.
17. A Special General Meeting (SGM) may be called at the written request of a minimum of twenty-five members. No other business may be discussed at a SGM other than that notified in the Agenda accompanying the notice convening the Meeting.
18. Thirty days notice shall be given of any Special General Meeting.
19. Minutes shall be kept of all Committee and General Meetings of the Association. A copy of the most recent minutes is to be posted on the web site.
20. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all Committee meetings, and shall present the accounts duly audited for approval by the members of the AGM.
21. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the Officers of the Association.
22. The financial year shall commence on 1<sup>st</sup> September.
23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
24. No alteration to this Constitution may be made except at the AGM or a SGM called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clauses 2. on page 1, 24. and 25. and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or SGM.
25. The Association may be dissolved by a resolution presented at a SGM called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.