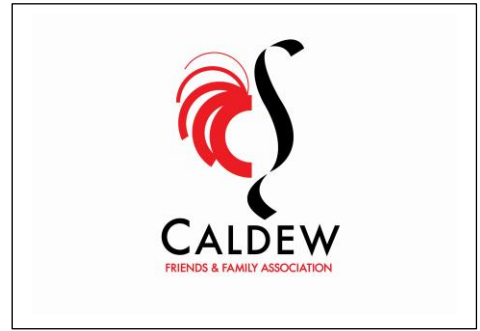


Caldew Friends and Family Association

Constitution

The name of the Association shall be:

Caldew Friends and Family Association.



1. Aims and Objectives of the Association

The aim of the Association is to provide a close link between the community and the school through both educational and social meetings between parents, teachers and others associated with the school for the benefit of the students.

The objects of the Association are to advance the education of the pupils by:
Developing effective relationships between staff, parents and carers and others associated with the school.

Engage in activities or providing facilities or equipment that support the school and advance the education of the students.

2. Powers

The Association has the following powers, which may be exercised only in promoting the objects:

To provide advice

To publish or distribute information

To Co-operate with other bodies

To raise funds (but not by taxable trading)

To acquire or hire property of any kind

To make grants or loans of money and to give guarantees

To set aside funds or reserves for special purposes

to operate a bank account as the committee deems necessary

To take out public liability insurance to cover association meetings, activities, Committee members, to insure the Association's property against the 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 objects with the consent of the Headteacher.

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 work in or have children attending the school.

There will be no charge for membership. Members of the Association are:

Parents, guardians and carers of a student attending the school

Members of the teaching and non-teaching staff currently employed by the school

Any person wishing to offer appropriate support or help to 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 Headteacher or Governing Body) exclude any person from membership whose presence at or support of the school is deemed to be a danger to the school or its students or staff, or might bring the Association into disrepute.

4. Meetings

All members are entitled to attend any general meeting of the Association.
The Annual General Meeting shall be held in September each year
Five members shall constitute a quorum at the AGM

At the AGM, representatives for the Committee shall be elected. Positions not filled at the AGM can be filled by the Committee at its first meeting after the AGM

The Chair or Vice Chair (if the Chair is unable to attend) presides at the General Meeting.

Except for the chair of the meeting, who has a second or casting vote, every Committee member has one vote on each issue.

At the AGM the members:

Receive the accounts of the previous financial year.

Receive the report of the Committee on the Association's activities since the last AGM.

Elect the Committee

Appoint an independent auditor for the Association

Discuss and determine any issues of policy with any other business put before them.

An EGM may be called at anytime by the Committee and must be called within 21 days after a written request to the Committee from any two members.

5. The Committee

The Committee must hold at least three meeting every academic year

The quorum at a committee meeting is 50%, of the total number of Committee members.

The Chair or if the Chair is unavailable the Vice-Chair is in charge at each Committee meeting

Every decision will be made by a simple majority of cast votes. A resolution which is in writing or email and signed by all the committee members is equally valid.

All members of the Committee have control of the Association, its property and funds. The Committee members are referred to in this document as committee members/trustees.

6. Powers of the Committee

The following powers are available to the committee to help run the association.

To delegate any functions of the committee to sub-committees

To make rules about the committee and sub-committees, to govern proceedings at General Meetings and generally about the running of the association including the operation of bank accounts and the management of funds.

7. Property and Funds

The property and funds of the association must only be used to fulfil the objects.

Funds of the association shall be lodged in a Bank or Building Society in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named committee members (Chair and Treasurer).

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The books shall be brought to balance two weeks before the AGM at which they are presented and the accounts shall be examined by the independent examiner appointed at the previous AGM by the Committee. (The independent examiner does not have to be a qualified accountant but someone who is confident with figures and is not a committee member)

8. Records and Accounts

The Committee must keep proper records of:

All proceedings at General Meetings

All proceedings at Committee Meetings

All reports at Sub-committee Meetings

9. Changes to the Constitution

Changes or additions to the Constitution must be made at an AGM or an EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

10. Dissolution of the Association

In the event that the Association ceases to exist any remaining funds should be distributed for the benefit of the Students at the School.

Dated 1 November 2017.