



Friends of Chiltern Wood School

Constitution

AIMS:

- a. To develop the relationships between parents, carers and staff associated with Chiltern Wood School.
- b. To undertake fundraising activities to provide facilities/equipment which supports Chiltern Wood School to advance the education and safety of the pupils.

MEMBERSHIP:

The Membership of the Friends of Chiltern Wood School, herein referred to as the Association, will consist of all parents/carers of children attending Chiltern Wood School, all school staff and those with a close association with the school. There will be specific Committee Member roles that include as a minimum Chair, Treasurer and Secretary.

COMMITTEE:

The business of the Association shall be managed by a Committee consisting of parents, carers or staff associated with Chiltern Wood School. Committee Members shall be appointed at the Annual General Meeting (The AGM). They shall be elected for a one year term and be eligible for re-election. The Committee Members roles will be the Chair, Secretary, Treasurer and such others as may be required and will be elected by the Members at the AGM. The Committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted Members shall retire at each AGM but shall be eligible for election.

The Committee shall be responsible for ensuring that all property/money received by//for the Association shall be applied for the aims of the Association. It is important to keep accurate Minutes to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school. A report should be made to the parents at the AGM of what has been bought. The Secretary shall be responsible for keeping accurate Minutes of all meetings and shall make these available upon request to any member of the Association.

STANDARD MEETINGS:

Standard meetings of the Committee shall be held as required. Each member shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chair shall have both a deliberative and casting vote. The Chair's casting vote shall be used only in the event of a tie. The quorum for standard meetings is 6 with at least one Committee Member present. Each meeting requires an Agenda to be issued at least 7 days prior to the meeting and Minutes of the meeting must be captured.

GENERAL MEETINGS:

General Meetings include the AGM and Extraordinary General Meeting (EGM). The AGM shall be held by the last day of March each year. The notice calling the meeting shall be posted at least 14 days in advance, business shall include:

- a. The work of the Committee via a report from the Chair.
- b. Treasurer's report and accounts.
- c. Approval of the accounts.
- d. Appointment of an independent examiner for the association.
- e. Appointment of the Committee Members for the coming year.

The Committee or 6 Members shall have the power to call an EGM giving at least 14 days notice and presenting the Agenda of the meeting. An EGM should be called to approve changes to the Association's documents such as the Constitution or Financial Plan that cannot wait until the AGM.

At all General Meetings (AGM and EGM) voting shall be based on one vote per member present and the Chair shall have both a deliberative and casting vote. The quorum shall consist of 8 (*a quorum is only valid if all the Committee Members have been informed of the meeting, and sent notice of the items of business in advance*).

FINANCE:

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two names. These names should be either two Committee Members or a Committee Member and Head Teacher of the school. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The books shall be brought to balance on the last day of January prior to the AGM at which they are to be 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, just someone who is comfortable working with figures, who is not a member of the Committee and whom everyone trusts*).

CHANGES TO THE CONSTITUTION:

Changes or additions 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.

DISSOLUTION:

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