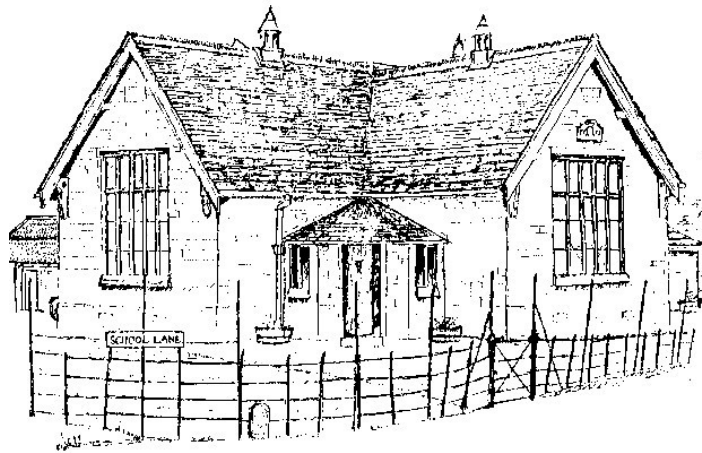




Constitution



1.	Association Name & Details	3
2.	Aims and Objectives	3
3.	Powers	3
4.	Membership	3
5.	Membership Fees	4
6.	Committee	4
7.	Powers of Committee	5
8.	General Meetings	5
9.	Annual General Meetings (including Extraordinary)	6
10.	Finance and Accounts	6
11.	Activities/Events	7
12.	Notices	7
13.	Hearings and Appeals	8
14.	Dissolution	8
15.	Amendments to the Constitution	8
16.	Declaration	8
17.	Glossary	9
	Appendices	10

Friends of Edenham School Constitution

1. **Association Name (in full): FRIENDS OF EDENHAM SCHOOL**

1.1 Type of Association – Friends of School (similar to a PTFA)

1.2 C/O Edenham Church of England Primary School
School Lane
Edenham
Nr Bourne
PE10 0LP

Tel: 01778 591207

www.edenham.lincs.sch.uk

friends@edenham.lincs.sch.uk

<http://www.facebook.com/group.php?gid=117376524958239>

1.3 Charity Registration Number – 1045748

1.4 Minimum number of committee members: 3

2. **Aims and Objectives**

The aims and objectives of the club will be:

- Provide facilities or equipment which benefits and supports the pupils and the school.
- Priorities for funding will be agreed with the Leadership of the School.
- Organise activities/events to raise funds for the school.
- To build and maintain positive relationships between the staff, parents and others associated with the school.
- To provide all its services in a way that is fair to everyone.

3. **Powers**

3.1 To provide advice.

3.2 To publish or distribute information.

3.3 To co-operate with other bodies.

3.4 To acquire or hire any property of any kind.

3.5 To set aside funds for special purposes or as reserves against future expenditure.

3.6 To carry out health and safety checks for ALL events held

3.7 To obtain and pay for goods and services as are necessary for carrying out the work of the charity.

3.8 To open and operate bank and other accounts.

BUT “Friends of Edenham” shall not undertake any activity in/on the school premises or elsewhere without the knowledge and consent of the Leadership of the School.

4. **Membership**

Members of “Friends of Edenham” are:-

- 4.1 The parents, guardians, carers of any pupil who currently attend the school, all staff members, former pupils and their families who wish to continue to support the school or any other person over the age of 18yrs wishing to offer appropriate support or help to the school and who is accepted by “Friends of Edenham” as a member.
- 4.2 Committee Officers – these are positions which are fulfilled by serving Officers voted on by members at an AGM (Please see 6 for more information)
- 4.3 Membership is terminated: -
 - 4.3.1 If the member dies.
 - 4.3.2 Informs “Friends of Edenham” they no longer wish to volunteer.
 - 4.3.3 If their child/ren leave the school unless they wish to carry on their support.
 - 4.3.4 **“Friends of Edenham”** may for good reason, in agreement with the Leadership of the School, exclude any person from **membership** or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring **“Friends of Edenham”** into disrepute. Removal is not effective until the **member** concerned has been notified in **writing** of the proposal and his/her right to respond within **14 clear days**, and the matter has been considered in light of any representations made.
- 4.4 All members will be subject to the regulations of the constitution and by joining the organisation will be deemed to accept these regulations and codes of practice that the **“Friends of Edenham”** has adopted.
- 4.5 As this is a voluntary run organisation, expenses such as fuel will not be paid. If you wish to charge for fuel then it would be considered as a “Business” and therefore “Friends” have the right to look elsewhere for what you are providing first. You will also be charged at a “Business” rate which will be decided by the committee.

5. Membership fees

There are no membership fees as “Friends of Edenham” is a voluntary run association.

6. Committee

- 6.1 There are three office positions of “Friends of Edenham” Committee which are:
 - ✓ Chair – whose role is to oversee the running of the meetings, to take charge of the meetings & to have the casting vote.
 - ✓ Treasurer – to keep the accounts up to date see clause 10
 - ✓ Secretary – to assist the Chair, take minutes at meetings, keep members informed of what is happening, press releases unless otherwise under taken by the “sub-committee” & other administration duties.
- 6.1.1 Officers will be elected annually at the Annual General Meeting.
- 6.1.2 All officers will retire each year but will or can be eligible for re-appointment.
- 6.1.3 The rest of “Friends of Edenham” is made up from Members.
- 6.1.4 The committee, in partnership with the Leadership of the School, have the power to co-opt other committee members if the need arises. However the number of co-opted members must not be greater than 50% of the total number of committee and members.

- 6.1.5 Elections for the position co opted should be held at the next Annual General Meeting.
- 6.2 A committee officer's position may cease if the officer:-
 - 6.2.1 Is absent from three consecutive meetings of "Friends of Edenham" without prior notice been given to the Secretary.
 - 6.2.2 Is removed by a resolution (please see 4.2.4 for further information).
 - 6.2.3 Resigns by written notice to "Friends of Edenham".
- 6.3 The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of "Friends of Edenham".
- 6.4 The Committee will have powers to appoint "Working Parties" as necessary and appoint advisers to the main Committee as necessary to fulfil its business.

7. Powers of Committee

The following powers are available to the Committee Officers of "Friends of Edenham" to help run the Association efficiently:-

- 7.1 To delegate any functions of "Friends of Edenham" to "working parties".
 - 7.1.1 All "working parties" proceedings must be promptly reported to the main Committee by the leader/leaders.
 - 7.1.2 Each "working party" should have a nominated (at least one) leader to oversee proceedings.
- 7.2 Minutes can be taken at these "working party" meetings although not essential but can be used as a reference for future events.

8. General Meetings

- 8.1 "Friends of Edenham" must hold at least **three** general meetings each academic year.
 - 8.1.1 There will be a **main general** meeting every new term. All members will be notified by email (if address given), letter and/or parentmail.
 - 8.1.2 The dates of these meetings will be advised at the first meeting of each academic year in September.
 - 8.1.3 First meeting will take place in **September**.
- 8.2 A quorum at a Committee meeting is 50%, rounded up to the nearest whole number, of the total current membership of the Committee.
- 8.3 The **Chair**, or if the Chair is unable to attend, some other committee member chosen by the Members present is in charge at each Committee meeting.
- 8.4 Every decision may be made by a simple majority of the votes cast at a Committee meeting. A resolution which is in writing and signed by all committee members is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature. For Example – "Friends" may need to make a decision outside of a general meeting. This can be done by a written resolution but has to be signed by ALL Committee Officers. This needs to be passed unanimously because decisions taken by written resolution do not allow an opportunity to debate an issue as would happen at a meeting.
- 8.5 Except for the **Chair** of the meeting, who has a second or casting vote, every committee member has one vote on each issue.

- 8.6 An item brought to a meeting can be proposed and seconded by any committee member, and passed if all in agreement. If not all agreed, will go to a vote and majority will win.

9. Annual General Meetings (including Extraordinary)

- 9.1 All **Members** of the committee are entitled to attend any **general meetings** held by “Friends of Edenham”.
- 9.2 Notice of Annual General Meetings (AGM) will be given by the Secretary, **not less than 21 clear days notice** to be given to all members.
- 9.2.1 The notice should specify the date, time and location of the AGM as well as give an overview of the agenda.
- 9.3 There is a quorum at an **AGM** when the number of **Members** present is at least twice the number of committee members in office at the start of the meeting. The only exception would be at an AGM where “**Friends of Edenham**” is being dissolved. Please see clause 14.
- 9.4 The **Chair** is in charge of the meeting.
- 9.5 Except where otherwise provided in this Constitution every issue at an **AGM** is decided by a simple majority of the votes cast by the **Members** present at the meeting.
- 9.6 Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every **Member** present is entitled to one vote on every issue.
- 9.10 “**Friends of Edenham**” must hold an **AGM** within twelve months of adopting this Constitution. Thereafter, an **AGM** must be held in each subsequent **year** and not more than **fifteen months** may elapse between successive **AGMs**.
- 9.11 At an **AGM** the Members:-
- 9.11.1 Receive the accounts of “Friends of Edenham” for the previous financial year.
- 9.11.2 Receive a report from the Chair on “Friends of Edenham” activities since the previous AGM.
- 9.11.3 Appoint an auditor outside of the Committee to audit the accounts.
- 9.11.4 Discuss and determine any issues of policy or deal with any other business put before them.
- 9.12 Elections of officers – Chair, Treasurer and Secretary to take place at the AGM.
- 9.13 The Management Committee has the right to call **Extraordinary General Meetings** (EGMs) outside the AGM. Procedures for **EGMs** will be the same as for the **AGM**.

10. Finance and Accounts

- 10.1 “Friends of Edenham” must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts.
- 10.2 All club monies will be banked in an account held in the name “**Friends of Edenham**”.
- 10.3 The Treasurer will be responsible for managing the finances of “Friends of Edenham”.

- 10.3.1 The Treasurer will issue cheques upon receiving a completed and signed **Cheque/Cash Request Form** (available from Treasurer, Secretary, Friends' pigeon hole in School Office & in the pack of all events packs). See Appendix One
- 10.3.2 The Treasurer will sort out floats and monies for any activities/events put on by "Friends of Edenham"
- 10.4 In order to produce Profit and Expenses Accounts, if any Member pays for something and needs to be reimbursed, you will need to submit your VAT receipts and filled in a cheque/cash request form. These should be given to the Treasurer.
- 10.5 No reimbursements will be made until a receipt & cheque/cash request form has been received by the Treasurer.
- 10.6 Members should **not reimburse themselves or others** from cash raised at an event.
- 10.7 All monies raised at an event should be collected, counted, receipted and banked by the Treasurer.
- 10.8 The financial year of the club will end on: **31st August**.
- 10.9 An **audited** statement of annual accounts will be presented by the Treasurer at the AGM.
- 10.10 The Treasurer holds the cheque book. Upon issuing a cheque, only his or her signature will authorise the cheque along with another signatory.
- 10.11 In the event of the Treasurer being unavailable to sign and authorise a cheque, the Chair will sign in their place.
- 10.12 We require a **written letter from the school when requesting funds** to take to the next committee meeting for approval if the amount requested is more than £300. £300 or less can be approved by the executive committee members.
- 10.13 As event **organiser, upon event completion, all monies need to be handed back to one of the committee members; Chair, Treasurer or Secretary**. If the committee members are not available, please hold onto the monies as it is your responsibility. **No monies are to be left in the School Office**.

11. Activities/Events

- 11.1 There are "information packs" made up for activities/events regularly organised by "Friends of Edenham", such as Sports Day, Summer Fete, Christmas Bazaar etc. These are available to all Members on either the main Committee or "working parties" (for that activity/event). These "information packs" are designed to be a "helping hand" with the activity/event which needs to be organised.
- 11.2 For every activity/event organised by "Friends of Edenham" there needs to be a Health & Safety Check done. This will be carried out by one of the "Office" positions in the main Committee unless another person has been nominated and voted to do so. See Appendix Two.

12. Notices

- 12.1 Notice of any **General Meeting** of "Friends of Edenham" may be sent by hand, by post, by suitable electronic communication (email), parentmail or in any newsletter distributed by "Friends of Edenham" distributed. Notification by hand may include distribution to parents, guardians and carers via their child/ren with or without other communications from the school.

- 12.2 A technical defect in the giving of notice which **Members** are unaware of at the time does not invalidate decisions taken at an **AGM**.

13. Hearings and Appeals

- 13.1 All complaints regarding the **behaviour of committee officers and members should be submitted in writing to the Leadership of the School**. The Leadership of the School should contact officers as soon as possible, as appropriate (7 days).
- 13.2 **“Friends of Edenham”** will meet to hear complaints within **7 days** of a complaint being lodged. The committee along with the support of the **Leadership of the School** has the power to take appropriate action including the termination of membership.
- 13.3 The outcome of a hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made **within 7 days** of the hearing.
- 13.4 There will be the right of appeal to **“Friends of Edenham”** following any action being announced. The committee should consider the appeal **within 7 days** of the Secretary receiving the appeal.

14. Dissolution

- 14.1 A resolution to dissolve the club can only be passed at an **AGM or EGM** through a majority vote of the membership or in extreme circumstances, by the Leadership of the School.
- 14.2 In the event of dissolution, any assets of the club that remain will become the property of **Edenham Church of England Primary School** with similar objectives to those of the Committee.

15. Amendments to the Constitution

- 15.1 The constitution will only be changed through agreement by majority vote at an **AGM or EGM**.

16. Declaration

“Friends of Edenham” hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name (Please print):

Position: Chair

Signed:

Date:

Name (Please print):

Position: Secretary

Glossary

Committee –

The Committee is made up from three different positions of office; the Chair, the Treasurer & the Secretary. These positions are elected at the Annual General Meeting which takes place every January.

Member –

A Member is a volunteer attached to the organisation “Friends of Edenham”. It is a “voluntary” position.

Leadership of the School –

Leadership of the School has overall authority of the organisation “Friends of Edenham”. It is collectively made up from the Head teacher & Governing body.

Appendix One



CHEQUE/CASH REQUEST FORM

Please tick method of payment:-

CHEQUE

CASH

EVENT	
DATE EVENT HELD	
DATE CHEQUE REQUESTED	
NAME TO BE MADE OUT TO ON CHEQUE	
AMOUNT	
HAS AN INVOICE/ VAT RECEIPTS BEEN INCLUDED	YES/NO
NAME OF PERSON REQUESTING CHEQUE	
DATE CHEQUE ISSUED	
CHEQUE NUMBER	
COUNTERSIGNED BY	

Appendix Two



NOMINATION FOR COMMITTEE MEMBER

Full Name (please print)	
Address	
Telephone Numbers	
Email Address	
Signature of Nominee	
Date	

Nominated by (please print)	
Signed	
Date	

Seconded by (please print)	
Signed	
Date	

If more than one person applies for the same role, it will go to a vote which will be carried out before the AGM. You will be notified of this as soon as we have all the forms back. If only yourself has been nominated, you will be elected at the AGM and you must be present.

Good Luck!

Appendix Three

LETTERHEAD



Officers: Petra Landeweerd (Chair), Tracy Tompsett (Treasurer) & Katrine Hudson (Secretary)

Appendix Four

COMPLIMENT SLIPS



With Compliments

Friends of Edenham – Edenham Church of England Primary School, School Lane, Edenham, Bourne, PE10 0LP
Chair - Petra Landeweerd, Secretary - Katrine Hudson, Treasurer - Tracy Tompsett



With Compliments

Friends of Edenham – Edenham Church of England Primary School, School Lane, Edenham, Bourne, PE10 0LP
Chair - Petra Landeweerd, Secretary - Katrine Hudson, Treasurer - Tracy Tompsett



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Friends of Edenham – Edenham Church of England Primary School, School Lane, Edenham, Bourne, PE10 0LP
Chair - Petra Landeweerd, Secretary - Katrine Hudson, Treasurer - Tracy Tompsett