

# CONSTITUTION OF: 'The Friends of Queens Road Academy'



ADOPTED ON: 5<sup>th</sup> February 2018

## **NAME:**

The name of the group shall be: Friends of Queens Road Academy

## **AIMS:**

The aims of the group shall be:

1. To promote close co-operation and communication between parents and teachers.
2. To study and discuss matters of mutual interest relating to the education and welfare of the pupils.
3. To actively engage in activities which support and advance the education of pupils attending the school.

## **POWERS:**

The Friends of Queens Road Academy group (furthermore referred to as 'the Association') shall have the power do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members and their actions must be in line with rules of this Constitution.

## **NUMBER OF COMMITTEE MEMBERS:**

All parents/carers of children enrolled at Queens Road Academy and school staff shall be eligible for membership to the committee. No upper limit shall be placed on the number of members. The minimum number of committee members required to keep operating is 2.

## **GENERAL MEETINGS (ANNUAL AND EXTRAORDINARY):**

The annual general meeting (AGM) shall be held in each calendar year. The notice calling the meeting shall be sent to the members of 'Friends of Queens Road Academy' at least two weeks in advance. The notice shall specify the date, time and location of the meeting and an overview of the agenda shall be circulated.

The business shall include:

1. The work of the group
2. Approval of accounts
3. Appointment of an individual who will review the annual accounts.
4. Any resolutions submitted by the members.

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### 5. Election of members to serve on the committee

At all general meetings, voting shall be on the basis of one vote per parent/carer and full committee members present at the meeting.

At all general meetings, the quorum shall consist of at least 50% of the elected members.

Elected members of the committee or 50% of the members shall have the power to call an Extraordinary General Meeting.

The Chair or some other committee member elected by those present is in charge of a General meeting.

Except where otherwise provided in this Constitution, every issue at a General meeting is decided by a simple majority of the votes cast by the Members present at the meeting.

Except for the Chair of the meeting, who had a second or casting vote where a vote is equally divided (tied), every Member present is entitled to one vote on every issue.

### **THE COMMITTEE:**

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

Committee members shall be appointed at the AGM and shall hold office until the next AGM where they will be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The Office Bearers will be elected by the Committee members at the first meeting after the AGM.

All committee members, except those who are co-opted must be members of the Association.

Committee members shall have the power to co-opt committee members at any time, to help carry out its functions.

The number of co-opted committee members must not be more than 50% of the total number of the committee members.

Nominations for election to the Committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee.

Nominations should be made to the Chair at any time until the election process has been completed. If no nominations, or an insufficient number are received before the AGM, any Members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

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The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

A committee member failing automatically ceases to be a committee member if he or she:

- Is absent from three consecutive meetings of the Committee without prior notification to the Secretary.
- Ceases to be a member of the association.
- Resigns by written notice to the Committee, but only if at least two committee members remain in office.
- Is removed by a resolution passed by a majority of other committee members.

All committee members shall be entitled to reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the Association.

All committee members must recognise and understand that they are true volunteers and as such will not receive payment in any kind for their contributions.

### **COMMITTEE MEETINGS:**

The Committee must hold at least three meetings every academic year.

A quorum at a Committee meeting is 33%, rounded up to the nearest whole number, of the total current membership of the committee.

The chair or, if the chair is unwilling to do so, some other committee member chosen by the members present is in charge at each Committee meeting.

Every decision may be made by a simple majority of the votes cast at a Committee meeting.

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

All Committee meetings shall be open any person who is eligible for membership may attend, although they will not have voting rights.

### **PROPERTY, FINANCE, RECORD AND ACCOUNTS:**

The proper and funds of the association must only be used to fulfil the aims.

The 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 at least two names Committee members.

The Treasurer shall be responsible for the keeping of accurate records of the financial transactions of the Association. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

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Any annual reports and statements of account relating the Association must be made available for inspection by any member of the Association.

### **AMENDMENTS:**

This Constitution may be amended at an AGM or EGM of the Association by two-thirds majority of the votes cast, but:

- No amendment is valid if it would make a fundamental change to the Aims or destroy the status of the Association.
- The notice calling the meeting must clearly outline the proposed change.

### **DISSOLUTION:**

The Association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting.

The net assets shall not be distributed among the Members of the Association, but will be given to the school for the benefit of the pupils of the school.

In the event of the school closing, any remaining funds could be distributed to a neighbouring school or schools as selected by the Committee.

If it is not possible to dispose of assets as describe above then the assets can be given to another cause provided that the cause is within the Aims of the Association.