

**St Michael's Primary School
Lyme Regis**

Friends Association

CONSTITUTION

1 Name

The name of the Association shall be St Michael's Primary School Friends Association.

2 Aims

To advance the education of the pupils at St Michael's VA CE Primary School by providing and assisting in the provision of facilities for education at the School (not normally provided by the LA) and as ancillary thereto the Association may:-

- a) Foster more extended relationships between Staff, Parents, Governors, Friends and others associated with the school: and
- b) Engage in activities which support the school and advance the education of pupils attending it.

3 Membership

Members shall comprise Parents/Guardians of pupils attending the school, Staff, Governors and Friends associated with the school.

4 Management

The Association shall be managed by a Chairman, Vice-Chairman, Secretary, Treasurer, one member of the teaching staff (who shall be elected by the staff), the headteacher, one Governor, and up to 9 other members. This management group will comprise the Association's full committee. The Committee shall be empowered to co-opt non-voting members as required. The Chairman and Vice-Chairman of the school's Governing Body will serve as ex-officio members of the committee. The composition of the committee should represent a balance of interests.

5 Committee Members

The Committee shall meet at least once during each school term and at other times when convened by either Chairman, Vice-Chairman or Headteacher. Six members of the committee shall constitute a quorum. The final Full Committee Meeting should take place after 1 September but at least 2 weeks prior to the AGM each year.

6 Annual General Meeting

The AGM of the Association shall be held on the School premises during the first half of the Autumn Term; 20 members shall constitute a quorum.

7 Election of Officers and Committee

All Officers and Committee members (except Headteacher, Governor and Vice -Chairman) will retire each year and new elections will take place at the AGM. The Vice Chairman shall become (unless he/she declines) the Chairman for the succeeding year. Other officers shall be elected at the first meeting of the new Committee.

8 Finance

All funds shall be banked at the NATIONAL WESTMINSTER BANK, LYME REGIS. The bank shall be authorised to act on the instructions of any Two of the following:

The Chairman The Treasurer of the Association
The Secretary The Headteacher

All accounts shall be addressed to the Treasurer of the Association at the school. Profits made by the Association (if any) be given to the School for the benefit of the pupils unless held for a specific purpose.

9 Annual Audit

The Balance Sheet, having been audited by a person who is not a Committee member but is approved by the Committee, shall be presented for adoption at the AGM.

10 Dissolution

Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed among members of the Association but will be given to the School for the benefit of the children at the School in any manner which is exclusively charitable at Law.

11 Amendments/Alterations to the Constitution

a) Amendments or Alterations to the Constitution shall only be made at the Association's Annual General Meeting or at a Special General Meeting of the Association called for that specific purpose. Any proposals for Amendments/Alterations must be received in writing by the Association's Secretary by 1 September each year. Copies of the Agenda and proposals for AGM should be sent to members 14 days before the AGM.

a. No alteration or Amendment shall be made to the Aims Clause or Dissolution Clause in the Association's Constitution which would cause the Association to cease to be a Charity at Law.

12 Special General Meeting

A Special General Meeting of the Association may be convened at the written request of either the Chairman, Vice-Chairman or at least 10 members of the Association.