

# **Friends of the Dasset School**

## **Constitution – effective from 02.07.13**

### **1. Name**

The Association shall be known as the Friends of the Dasset School.

### **2. Aims and Objectives**

To advance the education of the pupils of the Dasset Church of England Primary School by providing and assisting in the provision of facilities for education.

In furtherance of the above objective, but not further or otherwise, the Friends of the Dasset School shall have the following powers: -

- a) to foster more extended relationships between the staff, parents and others associated with the School.
- b) to engage in fund-raising activities, provided that in raising funds the trustees shall not undertake any substantial permanent trading activity and shall conform to any statutory regulations, &
- c) to prepare, produce and publish and sell or otherwise distribute in any appropriate format literature to the Friends.

### **Rules**

### **3. Membership**

- a) Membership is open to any individual with a declared interest in the welfare of The Dasset Church of England Primary School and the education of its pupils.
- b) All members will have equal status and a single vote in the Friends affairs.

### **4. Officers**

- a) The Officers of the Friends shall consist of a Chairman, Vice-Chairman, Secretary & Treasurer. All four Officers must be members and shall be elected annually at the AGM. In the event of a vacancy occurring amongst the Officers during a term of office, the Committee shall appoint a substitute to serve until the following AGM.

### **5. Committee**

- a) The affairs of the Friends of the Dasset School shall be managed by a Committee consisting of the four Officers plus other members.
- b) A quorum of the Committee shall consist of four of its members provided that two of those present are elected Officers of the Friends.

### **6. Finance**

- a) The income and property of the Friends, whensoever derived, shall be applied solely to the promotion and execution of the Friends as defined in clause 2 above, and no portion thereof shall be paid or transferred directly or indirectly in any manner by way of profit to any member of the Committee or the Friends; providing that nothing herein shall prevent the payment of reasonable and proper repayment of out-of-pocket expenses incurred in good faith on behalf of the Friends.
- b) The Committee or Treasurer on its behalf shall cause proper books of account to be kept with respect to all sums of money received and expended by the Friends and the matters in respect of which such receipts and expenditures take place.
- c) All cheques drawn on any account shall be signed by the Treasurer or one other nominated member of the Committee, as nominated by the Committee for the purpose. .
- d) The financial year of the Friends shall run from 1st October to 30th September.
- e) At least once in every year the Friends' accounts shall be audited by a qualified accountant or similar competent person.

## 7. Annual General Meeting

- a) The Annual General Meeting shall be held during the Summer Term each year at a time and place determined by the Committee.
- b) All members of the Friends shall be given not less than 21 days notice of the Meeting.
- c) Notice of any Motion for inclusion in the agenda must be submitted in writing to the Secretary at least 14 days before the date of the Meeting.
- d) A quorum for General Meeting shall be 4 members.
- e) The business of the meeting shall include:
  - i. Chairman's Report on the activities of the Friends during the preceding year.
  - ii. Treasurer's Report on the financial status of the Friends funds
  - iii. Election of the Officers

## 8. Special General Meeting

- a) The Committee shall have the power to call a Special General Meeting
- b) The Committee shall be bound to call a Special General Meeting of the Friends within 28 days of the Secretary receiving notice in writing specifying the business of the Meeting and signed by at least 10 members.
- c) The Secretary shall give 21 days notice of such a Meeting to all members which notice shall specify the business of the Meeting. No other business except for that for which the Meeting has been called shall be transacted at the Meeting.

## 9. Dissolution of the Friends

The Association may be dissolved by a resolution presented at a Special general Meeting called for this purpose. The resolution must have the assent of two thirds those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

## 10. Amendments to the Constitution

The Constitution maybe amended only at an AGM or a Special General Meeting called for that purpose and then only if the proposed amendment is agreed by at least two thirds of the members present and eligible to vote provided that no alteration shall be made to clause 2 (Aims & Objects), clause 9 (Dissolution) or this clause, without the prior approval in writing of the Charity Commissioners and no alterations shall be made which would have the effect of causing the Friends to cease as a charity in law.

Signed:

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

## Changes to constitution:

1. Added effective from date as per the Charities Commission guidelines.
2. Paragraph 1, added "the" so that it reads "Friends of the Dasset School".
3. Deleted paragraph 4b, which read: "a member may only serve as an Officer for three consecutive years. After a break of one year, the member becomes eligible again to stand for election as an Officer". I have checked that there is no Charities Commission requirement for such a clause.
4. Paragraph 5b, changed the number required for a quorum from eight to four. I have checked that this is still within Charities Commission guidelines.
5. Paragraph 7a, changed the date of the AGM from October to June.
6. Paragraph 7d, changed the number required for an AGM quorum from ten to four. I have checked that this is still within Charities Commission guidelines.
7. Paragraph 7e, deleted the requirement for Audited Accounts to be presented at the AGM, because there is no requirement for the accounts to be audited, and whilst this is still a good idea, the deadline of the AGM each year is not really realistic. Whilst if it is not in the constitution we can still present audited accounts if we chose to, if it is in the constitution, we are bound to doing so. I have checked that this is still within Charities Commission guidelines.
8. Paragraph 8b, changed the requirement for the number of signatories for the calling of a special General Meeting from 30 to 10. I have checked that this is still within Charities Commission guidelines.
9. Added the requirement for officers signatures, as per Charities Commission guidelines.
10. 6c) All cheques drawn on any account shall be signed by the Treasurer or one other nominated member of the Committee, as nominated by the Committee for the purpose.  
**(change: only one signatory required) 02.07.13**
11. 7a) The Annual General Meeting shall be held during the Summer Term each year at a time and place determined by the Committee. **(change: from June to 'the Summer Term')**  
**02.07.13**