

The Friends of Stoke Mandeville County Combined School Constitution

1. The NAME of the Association shall be FRIENDS OF STOKE MANDEVILLE COUNTY COMBINED SCHOOL.

2. The OBJECTS of the Association are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the School (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of this object the Association they:
 - (a) Foster more extended relationships between the staff, parents and others associated with the school, and
 - (b) Engage in activities which support the school and advance the education of the people attending it.

3. The Association shall be non-political and non-sectarian.

4. MEMBERSHIP shall be open automatically to all parents/family members and guardians of children at the school, to the staff and to such other persons as the committee may invite.

5. The management and control of the Association shall be vested in a Committee which shall consist of:
 - (a) Chairperson
 - (b) Secretary and Treasurer
 - (c) At least four other committee members
 - (d) The Headteacher (ex officio)
 - (e) Two members of the staff

- Note (a), (b) and (c) to be parents/family members or guardians of children at the school. Role (a), (b) or (c) can be held by a non parent/family member if they held that position for at least 1 year before their child left. Roles a,b and c to be filled by members who have served the committee for a six months term.

6. Committee members (a), (b), (c) to be elected annually at the Annual General Meeting (AGM). Committee members (e) to be elected by the parent body and teaching staff at the school to serve at the AGM.

7. 50% of members of the Committee shall constitute a quorum for the Committee.

8. Committee meetings shall be held at least once a term.

9. The AGM shall be held early in the Autumn Term of each year.

10. At the first meeting after the AGM, the Committee shall, where possible, elect a Vice Chairperson from amongst its members.

11. The Committee shall have the power to co-opt members (of whom there should not be more than 50% of the number of ordinary committee members) and to appoint any sub-committee, and shall prescribe the function of any such sub-committee.

12. A special General Meeting shall be convened by the Committee, or on the request in writing, to the Secretary, of TEN members of the Association. Such a meeting shall be held within THIRTY days of the request. Agenda and motions submitted shall be circulated to all parents and guardians of children at the school and a notice posted on the school door. Twenty five members of the Association to constitute a quorum.

13. Casual vacancies on the Committee may be filled by the Committee by co-option, any person so co-opted serving only while the person in whose place he / she is co-opted would have served.

14. No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of The Charity Commission to clauses 2, 14 and 17 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.

15. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts at the AGM. The Banking Account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:

- (a) Chairperson
- (b) Treasurer
- (c) Secretary
- (d) Another named committee member

16. The Committee must comply with the requirements of the Charities Act 1993 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Commission of:

- (a) annual reports
- (b) annual returns
- (c) annual statements of account

17. The Committee must keep proper records of:

- (a) all proceedings at general meetings
- (b) all proceedings at Committee meetings
- (c) all reports of sub-committees

18. Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association.

19. The committee must notify the commission promptly of any changes to the charity's entry at the Central Register of Charities.

20. 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 of 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, on in the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If the effect cannot be given to this provision then the assets can be given to some other charitable purpose

21. Any matter not provided for in the Constitution shall be dealt with by the Committee whose decision shall be final.

22. The Friends of Stoke Mandeville County Combined School shall be affiliated to the National Confederation of Parent Teacher Associations.

Updated: September 2024