

Constitution of Friends of Houghton Primary School

- 1) The name of the Association shall be the Friends of Houghton Primary School
- 2) The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-
 - a) Develop more extended relationships between the staff, parents and others associated with the school,
 - b) Engage in activities which support the school and advance the education of the pupils attending it,
 - c) Provide and assist in the provision of facilities for education in the school through fundraising and events (not normally provided by the LEA).
- 3) All parents of children attending the school, Governors of the school and employees working at the school are automatically members of the Association.
- 4) The Association shall be non-party political.
- 5) The Association will be insured through its PTA-UK membership which shall cover Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and committee.
- 6) The President of the Association shall normally be the Head teacher (or their deputy) and the Vice- President shall be a representative of the Governing Body appointed to serve for one year.
- 7) The management of the Association shall be vested in a committee consisting of the following officers: Chairperson, Vice-Chairperson, Hon. Secretary, Hon. Treasurer together with 5 other members.
- 8) The Officers and Committee shall be elected at the AGM and shall serve until the commencement of the next AGM.
- 9) Four members of the committee shall constitute a quorum at a committee meeting.
- 10) Committee meetings shall be held at least once a term.
- 11) The AGM of the Association shall be held annually, early in the Autumn Term.
- 12) Ten members of the Association shall constitute a quorum at the AGM.
- 13) The committee shall have the power to co-opt and appoint a sub-committee. Casual vacancies may be filled by co-option until the next AGM.

- 14) A Special general Meeting shall be convened at the request, in writing, of any ten members of the Association. Such a meeting must take place within 30 days of the request. Agenda and the motions submitted shall be circulated to all members of the Association.
- 15) The Honorary Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all committee meetings and shall present the accounts duly audited for approval by the members at the AGM.
- 16) A bank account shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the Officers of the Association.
- 17) No alteration to this constitution may be made except at the AGM or SGM called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 17 and 18 and no alterations shall be made which would 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 SGM.
- 18) The association may be dissolved by a resolution presented at a SGM 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 in the school, or in the event of school closure, to the school to which the majority of the children of the closing school shall 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.
- 19) Any matter not provided for in the constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
- 20) The Head teacher (or Deputy) shall have the ultimate decision on all educational matters.