

CONSTITUTION of Leven CE (VC) Primary School Parent, teacher and Friends Association Constitution.

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1. Name

Leven CE (VC) Primary School Parent, Teacher and Friends Association Constitution.

2. Aim

To advance the education of the pupils of the School by providing and assisting in the provision of the facilities for the education at the School not normally provided by the Local Education Authority.

3. Objectives

The group will fulfil the aim by:

- Being Non-Political
- The President of the Association shall be the Headteacher.
- The Headteacher and the following officers shall be elected annually at the A.G.M.
 - Chairperson
 - Treasurer
 - Secretary

Other members from parents, teachers and friends (excluding Chairperson, Treasurer and Secretary) to a minimum of 7 and no maximum.

- Organise meetings and events.

4. Membership

- Membership of the committee shall be open to anyone from those listed above who is interested in helping the group to achieve its aim and willing to abide by the rules of the group.

5. Management/ Committee meetings

- The names of the Vice Presidents should be submitted at the A.G.M. Currently Mr Malcolm Denyer.
- Five members of the said committee shall constitute a quorum for the Committee.
- Committee meetings shall be held at least once each term at such terms and places as the Committee shall direct.

- The Annual General Meeting/Extraordinary General meeting of the Association shall be held in the Summer Term from 2014 as new parents need to settle into school life.
- Eleven persons (six who should be committee members) shall constitute a quorum at the A.G.M./E.G.M.
- The Committee shall have the power to co-opt up to two members to a sub-committee only, and to appoint any sub-committee, and shall prescribe the function of any such sub-committee.
- A special General Meeting shall be convened at 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 members.

6. Finance

- To raise funds and receive contributions where appropriate to finance events.
- The Treasurer is responsible for the accounts. Cheques must have two signatures.
- Signatories on the Bank Account must be from the Chairperson, Treasurer and another committee member according to the Bank Mandate.
- To publicise and promote the work.
- Take out any relevant insurances/licences ie drinks licence.

7. General Meetings

- (a) The Chair of the group shall normally chair these meetings.
- (b) All meetings, including AGMs, must be minuted and available to any interested party.
- (e) The quorum for a General Meeting is five (5).

8. Annual General Meeting

- (a) The committee shall hold an Annual General Meeting (AGM) at not more than 15 month intervals.
- (b) Where possible members shall be notified personally, otherwise notice will be deemed served by advertising the meetings giving at least 14 days' notice of the AGM.
- (c) The business of the AGM shall include:
 - * Receiving a report from the Chairperson of the group's activities over the year.

- * Receiving a report and presentation of the last financial year's accounts from the Treasurer on the finances of the group.
 - * Electing a new Committee and considering any other matter as may be appropriate at such a meeting.
- (d) The quorum for Annual General Meeting shall be at least eleven (11) persons of which no less than six (6) shall be committee members.
9. Alteration of the Constitution
- (a) Proposals for amendments to this constitution, or dissolution (see Clause 11) must be delivered to the secretary in writing. The secretary in conjunction with all other officers shall then decide on the date of a forum meeting to discuss such proposals, giving at least four weeks (28 days) clear notice.
- (b) Any changes to this constitution must be agreed by at least two thirds of those members present and voting at any general meeting.

10. Dissolution

The group may be wound up at any time if agreed by two thirds of those members present and voting at any general meeting. Any assets shall be returned to their providers, if they require it, or shall be passed to another group with similar aims.

13/03/2013