

CONSTITUTION OF THE HOME-SCHOOL ASSOCIATION OF SUTTON BENGER SCHOOL

(Agreed, accepted and adopted at AGM, Wednesday 10th July 1991)

1. The name of the Association shall be:

Friends of Sutton Benger 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 at the school (not normally provided by the local Education Authority).
3. The Association shall be non-party political and non-secretarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover the meetings, activities, Officers and Committee.
5. The Association may appoint a President.
6. The names of the Vice Presidents shall be submitted at the Annual General Meeting, (These are usually people the Association wishes to honour).
7. Membership shall consist of all parents and/or guardians of pupils attending the school and all teachers. Membership can also include Past Parents, Grandparents, Ancillary Staff, Governors and any other persons who wish to help the school.
8. The management of the Association shall be invested in a Committee consisting of the following Officers:

Chairman, Vice Chairman, Secretary, Treasurer, together with 8 other members. The Head teacher may be a member: a maximum of one teacher may be a member.
9. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next AGM.

10. A minimum of five Committee members shall constitute a quorum.
11. The Committee shall have the power to co-opt a maximum of 8 other members; the co-opted members would have full voting rights.
12. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the committee.
13. Committee meetings shall be held at least once each school term.
14. The Annual General Meeting will be held in the week preceding the end of the Summer Term. At the Annual General Meeting, the chair shall be taken by the Chairman or in his/her absence the Vice Chairman of the committee.
15. Nominations for the Committee shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to or during the AGM.
16. The Committee may fill casual vacancies by co-option until the next AGM.
17. The accounts and books of the Association shall be audited annually by auditor(s) who are not members of the Committee.
18. Special General Meetings may be called at the written request of a minimum of 10 members or at the request of the committee.
19. Twenty days notice shall be given of any Special General Meeting; this notice will be at least by means of a letter to all parents.
20. The 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 of the Association.
21. Bank Accounts 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.
22. The financial year shall commence on 01 July and will be for 12 calendar months.
23. 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.
24. No alteration to this Constitution may be made except at the Annual General Meeting or at 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, 24 and 25 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.

25. 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 member 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 effects cannot be given to this provision then the assets can be given to some other charitable purpose.

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