

# **Constitution**

## **Friends Of Pondhu School (FOPS)**

**A Parent/Carer representative group raising funds for Pondhu School.**

### **1. Title**

The organisation shall be called the Friends Of Pondhu School (FOPS), hereafter referred to as 'the organisation' and shall be affiliated to Pondhu Primary School.

### **2. Objective**

To undertake fundraising, publicity and other related activities to provide additional equipment, achievement awards or other requests from Nursery, Key Stage 1 and Key Stage 2.

### **3. Membership**

Membership of the Organisation shall be open to any parent/carers with a child who attends Pondhu School, regardless of race, gender, sexual orientation or ability.

### **4. Officers**

4.1 The officers of the organisation shall be as follows:

Chair or Chairs (may be a joint position).  
Vice Chair or Chairs (may be a joint position).  
Secretary  
Treasurer  
And to include  
One Pondhu School staff representative.



Executive Officers

### **5. Election of officers**

5.1 All officers shall be elected at the Annual General Meeting of the Organisation, from, and by, the Members of the Organisation.

5.2 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year. Notice of one month is required on the resignation of any posts.

### **6. General Committee**

6.1 The affairs of the Organisation shall be controlled by the General Committee comprising the Executive Officers of the Organisation and any other parent/carers available when meetings are held. The General Committee shall meet at agreed intervals and not less than five times per school year.

6.2 The duties of the General Committee shall be:

6.2.1 To control affairs of the Organisation on behalf of the Members.

6.2.2 To keep accurate records of the accounts of the finances of the Organisation through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every General Meeting. The Organisation shall maintain a bank current account and the following officers shall be authorised to sign Organisation

cheques. Chair/s, Treasurer or School Head.

6.2.3 To make decisions on the basis of a simple majority vote. In the case of equal votes the Chair shall be entitled to an additional casting vote.

## **7. Annual General Meetings**

7.1 The Annual General Meeting shall be held not later than the end of September each year. Notice of (21) twenty one clear days shall be given for the AGM. The secretary shall circulate or give notice of the agenda for the meeting not less than (14) days before the meeting.

7.2 The business of the Annual General Meeting shall be to:

7.2.1 Confirm the minutes of the previous Annual General Meeting.

7.2.2 Receive the audited accounts for the year from the Treasurer.

7.2.3 Receive the annual report of the Committee from the Secretary.

7.2.4 Elect an Auditor.

7.2.5 Elect Officers of the Organisation i.e Chair/s, Vice Chairs/s, Treasurer, Secretary and other general committee members i.e School Representatives.

7.3 Special General Meetings may be convened by the General Committee or on receipt by the secretary of a request in writing from not less than (3) three Full Members (parent/carer) of the Organisation. At least (21) twenty one days notice of the meeting shall be given.

7.4 Nomination of candidates for election of officers shall be made in writing to the secretary at least (5) five working days in advance of the Annual General Meeting date. Nominations can only be made by Full Members (parent/carer) and must be seconded by another Full Member (parent/carer).

7.5 Decisions made at a General meeting shall be by a simple majority vote from Full Members attending the meeting. In the event of equal votes, the Chair shall be entitled to an additional casting vote.

7.6 A quorum for a General Meeting shall be (5) five Full Members to include one from the Chair, Secretary, Treasurer and one School Representative.

7.7 At all meetings, the Chair will be taken by the Chair or, in their absence by a deputy appointed by the Organisation or by Full Members (parent/carer) attending the meeting.

7.8 Each Full Member (parent/carer) of the Organisation shall be entitled to one vote at General Meetings.

7.9 Any queries relation to FOPS matters or decisions should be notified to the Chair in the first instance, but in their absence to the Vice Chair/s, Treasurer or Secretary.

## **8. Alterations to the Constitution**

8.1 Any proposed alterations to the Organisation Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member and seconded by another Full Member. Such alterations shall be passed if supported by not less than two thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **9. Dissolution**

9.1 If, at any General Meeting of the Organisation, a resolution be passed for the dissolution of the Organisation, the Secretary shall immediately convene a Special General Meeting of the Organisation to be held not less than one month thereafter to discuss and vote on the resolution.

9.2 If, at that Special General Meeting, the resolution is carried by at least two thirds of all members present at the meeting, the General Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Organisation and discharge all debts and liabilities of the Organisation.

9.3 After discharging all debts and liabilities of the Organisation, the remaining assets shall be given to Pondhu Primary School.