

# The Friends of St Edward's constitution

Last updated on 19th May 2021



## Definitions:

**'the School'** : St Edward's School, Dale Valley Road, Poole BH15 3HY

**'the Association'** : the group of volunteers who make up the group known as the Friends of St Edward's or FoSE.

## 1. Title

The title of the Association shall be the Friends of Saint Edward's (or FoSE).

## 2. Mission

The Association will provide services and funds that help the staff, students and community of the School to achieve the mission of the School. The activities of FoSE will align with the ethos and values of the School as defined by Governing body.

## 3. Objectives

The objectives of the Association shall be:

- a. To foster effective relationships between parents and carers and other people connected with the school and its staff.
- b. To engage in activities which support the mission outlined above.
- c. To assist in the provision of facilities and resources which support the mission outlined above.

## 4. Membership

Membership of the Association shall be open to all interested persons who are over the age of 18, who have a connection to the School, and would like to help the School deliver its mission.

## 5. General Meetings

- a. The Constitution and Policies of the Association and the election of an executive committee shall be determined by a General Meeting of Members properly convened.
- b. A General Meeting shall be held each year and shall be known as the Annual General Meeting.
- c. Extraordinary General Meetings may be called anytime provided the written request for such a meeting is in the hands of the secretary at least 14 days before the proposed date of the meeting and contains clear indication of the business to be sent to all members.
- d. Members will be given at least fourteen days' notice when convening an Annual General Meeting.
- e. The business of the Annual General Meeting shall include the following:
  - i. The minutes of the previous year's meeting.
  - ii. The Chairperson's report.
  - iii. The Treasurer's report and statement of account duly audited.
  - iv. Headteacher or Senior Leadership Team's report.
  - v. Proposed events for the year ahead.
  - vi. The election of Chairperson for the ensuing year.

- vii. The election of Vice Chairperson for the ensuing year.
- viii. The election of Treasurer for the ensuing year.
- ix. The election of Secretary for the ensuing year.
- x. The election of other roles for the ensuing year.

## **6. Administration**

- a. Executive Committee – The affairs of the Association should be managed by an executive committee which should comprise of:
  - i. Chairperson
  - ii. Vice Chairperson
  - iii. Treasurer
  - iv. Secretary
  - v. The School will assign at least one member of the Senior Leadership Team (if one is not represented in any of the other executive committee roles) to represent the interests of the school and Governing Body.
  - vi. Other roles by request.
- b. The Association has approval to use the School crest and branding in both print and online material.
- c. All association with the School can be rescinded by the Governing Body through written communication to the Executive Committee of the Association. This includes any links or reference to the school website, and any use of the school's branding or logos by the Association.
- d. Termination: If the Association with the School is rescinded then the Association will terminate within a reasonable amount of time to conclude any remaining administration of the Association. During this time the Association will not execute any further activities or fundraising.
- e. Co-option – The Executive Committee should have the powers of co-option when seeking help and advice in assisting in the function of the Association.
- f. Voting – If the Executive Committee decide a vote is required, then at least three members of the Executive Committee must take part.
- g. Failure to attend – Any member of the Executive Committee who fails to attend three consecutive meetings without due cause shall cease to be a member of the Executive Committee.
- h. Meetings – Meetings of the Executive Committee shall be held at least once a term.
- i. Constitution – Alterations to the Constitution may be made at the Annual General Meeting or an Extraordinary General Meeting. If changes are made then a copy of the updated constitution will be provided to the Governors via the SLT.
- j. Any suggested alterations to the constitution must have a proposer and seconder and must be notified in writing to the Secretary at least 14 days prior to the meeting. Under no circumstances may an amendment be made which would negatively impact upon the mission or reputation of the Association or the school.

## **7. Dissolution**

On dissolution of the Association, any assets remaining after satisfying any outstanding debts and liability should not be distributed amongst members of the Association but shall be given to the School for the benefit of the students at the school. The distribution of such assets would be approved by the governing body of the School.