



FOAH

CONSTITUTION

Friends of Acre Heads

Constitution

1 Title

1.1 The Association shall be known as Friends of Acre Heads, often referred to as FOAH.

2 Aims

2.1 The Aims of the Association are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Authority). This includes: -

2.1.1 promoting close co-operation and communication between parents, staff and the wider community.

2.1.2 engaging in activities which support and advance the experiences of the pupils attending the school, including fund raising and after school activities.

2.1.3 considering applications for funds put to FOAH from the Headteacher, teachers, School Council and groups within the school and granting funds to support such applications where the request is passed by a majority of the General Committee.

3 Membership

3.1 Members of the Association can consist of:

3.1.1 Parents, guardians, carers, school staff and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the committee as a member.

3.2 Membership is terminated if:

3.2.1 The member dies

3.2.2 The member resigns from the Association

3.3 the committee members may for good reason, regardless of whether this is at the request of the governing body or the headteacher, exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made

3.4 Committee members act as volunteers for the FOAH and School and as such represent the FOAH and the School within the community. The committee members must abide by school policies and procedures, especially in matters of Safeguarding.

4 Powers of the Association

4.1 The committee members have the following powers, which may be exercised only in promoting the Aims of the Association:

4.1.1 To raise funds and invite and receive contributions in furtherance of the aims of the Association

4.1.2 To pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the funds of the Association.

4.1.3 To reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers

4.1.4 To open and operate bank and other accounts as the committee members consider necessary. The cheques drawn on such accounts shall be signed by two members of the Core Committee who are signatories to the account

4.1.5 To acquire or hire property of any kind

4.1.6 To set aside funds for special purposes or as reserves against future expenditure

4.1.7 To take out public liability and personal accident insurance to cover association meetings, activities, committee members/trustees, to insure the association's property against any foreseeable risk and take out other insurance policies to protect the association where required

4.1.8 To obtain and pay for goods and services as are necessary for carrying out the work of the charity

4.1.9 To consult parents on their views

4.1.10 To do anything else within the law that promotes the objects BUT the committee shall not undertake any activity in the school premises without the consent of the headteacher.

5 Core Committee

5.1 Chairperson (Chair)

5.2 Vice Chairperson (Vice Chair)

5.3 Secretary

5.4 Treasurer

5.5 **The** General Committee of the Association may appoint such other core committee members, as may, from time to time be deemed necessary.

5.6 All members of the Committee are trustees of the charity and have control of the association, its property and funds.

5.7 The Core Committee will be elected at the annual AGM held usually in September or October. Core Committee members will hold office for one year, being eligible for re-election. Where a Core Committee position becomes vacant during the normal term of office, the General Committee may, at their discretion, opt to fill this post in one of the following ways:

5.7.1 The deputy for the post or an agreed member of the Committee may stand in for the duration

5.7.2 The Committee may elect a replacement from its membership

5.7.3 An Extraordinary General Meeting may be called to elect a new member to the post.

5.8 Nominations for election to the Core Committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee.

5.9 A committee member/trustee (whether elected or co-opted) automatically ceases to be a committee member/trustee if he or she:

5.9.1 Is absent from three consecutive meetings of the committee without prior notification to the Core Committee.

5.9.2 Ceases to be a member of the association

5.9.3 Resigns by giving notice to the Core Committee but only if at least two committee members remain in office.

5.9.4 Is removed by a resolution passed by a majority of other committee members/trustees. Removal is not effective until the committee member/trustee concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

6 Committee Meetings

6.1 The business of the Association shall be managed by a General Committee.

6.2 Committee meetings will be held 3 times a year including an AGM. All meetings/AGM/EGM can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums. The chairperson may call an extra meeting if an event is due to aid in planning an event. When a meeting is held in person, members will be able to join online but with the proviso that they must have their microphone turned off. If they need to ask a question or comment on anything, they will be able to leave a comment, and someone will read them out at the end of each agenda point.

6.3 A quorum at a committee meeting/AGM/EGM is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.

6.4 Each member of the committee shall have one vote, and resolutions shall be passed by a simple majority vote of those present. The Chair shall have the deciding vote which shall be used only in the event of a tie.

7 Annual/Extraordinary General Meetings

7.1 The Annual General Meeting (AGM) shall be held in September or October each year. The notice calling the meeting shall be sent to members at least 21 days before.

7.2 At an AGM the members: -

7.2.1 Receive the written/verbal report on the Association's activities since the previous AGM

7.2.2 Receive the accounts of the Association for the previous financial year

7.2.3 Elect members to serve on the Core Committee

7.2.4 Discuss and determine any issues of policy or deal with any other business put before them.

7.3 At all Annual General Meetings, voting shall be based on one vote per member present at the meeting.

7.4 At all Annual General Meetings the quorum shall consist of no less than 4 members of the Association.

7.5 An Extraordinary Meeting may also be called for special or extraordinary reason (EGM). The notice calling the meeting shall be sent to members at least 21 days.

8 Records and Accounts

8.1 Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named Committee members.

8.2 The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

8.3 The Association's financial year shall end on the last day of July in each year.

8.4 The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied in line with the aims of the Association.

8.5 The Committee must keep proper records of the 3 Committee meeting (including the AGM) and any EGMs.

8.6 Any reports and statements of accounts must be kept.

9 Property and Funds

9.1 The property and funds of the association must only be used to fulfil the objects.

9.2 Whenever a committee member/trustee has a personal interest in a matter to be discussed at a meeting, the committee member/trustee must:

9.2.1 Declare an interest before discussion begins on the matter

9.2.2 Withdraw from that part of the meeting unless expressly invited to remain to provide information

9.2.3 Not be counted in the quorum for that part of the meeting

9.2.4 Withdraw during the vote and have no vote on the matter

10 Notices

10.1 Notice of any general meeting of the association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the association to its members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.

10.2 The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member.

11 Alterations to the Constitution

11.1 This constitution may be amended at a general meeting of the association by a two-thirds majority of the votes cast

12 Dissolution

12.1 The association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting.

12.2 The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the association.

12.3 The net assets shall not be distributed among the members of the association but will be given to the school for the benefit of the pupils of the school.

12.4 In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the committee.

12.5 If it is not possible to dispose of assets then the assets can be given to another charitable cause provided that the cause is within the objects of the association.