

DRAFT Updates - Friends of St Andrew's Constitution

Charity Reg No: 1052031 - Friends of St Andrew's.

This Constitution is an expression of how the charity "Friends of St Andrew's" runs and how it fulfils its legal duties. Being involved in the Committee is only one way for members of Friends to be involved in the charity, as reflected in our ethos.

DRAFT Ethos of Friends:

- Everyone connected to the school is welcome,
- We acknowledge that most members of Friends will be busy parents, carers and teachers and as such the charity values all contributions its members can make to Friends fundraising, activities and social events.
- We aim to be as accessible and as inclusive as possible in the above context.
- As new members come and go, we acknowledge Friends needs to constantly evolve and change to thrive
- Examples of other ways members can contribute without being involved in the Friends Committee (list not exhaustive):
 - Raffles
 - Making items to sell
 - Buying items
 - Volunteering at events
 - Putting forward event ideas
 - Donating your child's preloved uniform to be resold
 - Setting up a monthly standing order
 - Registering with websites or apps that give free donations to Friends when you shop
 - Attending socials
 - Helping with general event admin such as making a poster.

Constitution Adopted 16th July 2002, Updated

1. The Name of the Association shall be Friends of St Andrew's
2. The object of the Association is to advance the education of the pupils of St Andrew's Church School, formerly St Andrew's CEVA Primary School, Northampton Street, Bath. 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-sectarian.
4. Membership shall consist of all parents/guardians of pupils attending the school and all Teachers, Ancillary Staff, Friends of the School and Governors.

5. The Association will be managed by a Committee, made up of a minimum three Trustees and the core three Named Officer roles of Chair, Honorary Secretary and Honorary Treasurer.
6. For the charity to function it requires a minimum of six Committee members.
7. Six members of the Committee shall constitute a quorum
8. ****FOR A SPECIFIC VOTE AT THE SGM**:** *Two options for a clause on how the charity divides the responsibilities of the Committee:*
 - a. All members of the Committee must be a Trustee, with the option of taking on one of the Named Officer roles in addition.
 - b. An individual can only hold either a Trustee role or a Named Officer role, they cannot hold both at the same time.
9. **Trustee key responsibilities:**
 - Responsible for the charity
 - Safeguard the values and purpose of the charity
 - Check that activities contribute to achieving the charitable objectives
 - Decide the policies that provide the framework for the work carried out by the Committee and volunteers.
 - Decide overall aims, objectives, priorities and strategy.
 - Monitor and evaluate progress.
 - Provide recognition and feedback to all those contributing to furthering Friends of St Andrew's aims.

As appropriate:

 - Employ staff
 - Delegate day to day work to staff and volunteers
10. The following are a list of Named Officer roles: Chair, Honorary Secretary, Honorary Treasurer, plus additional Officers including Grant Writer, Class Representative Link, Equalities Officer, Social Media Coordinator, Social Secretary. All these roles may be shared.
11. The Committee can create any new roles as it considers necessary with these agreed at an AGM or SGM.
12. **Named Officer key responsibilities and expectations:**
 - Significant involvement in the day to day administration and running of the Charity.
 - Report regularly to the Trustees on progress and achievements towards the Charity's aims
 - Draw up plans, for trustees to decide on.
 - Advise and inform the Trustees, so that the Trustees can carry out their governance role.
13. The Officers and Committee shall be elected at the Annual General Meeting (AGM) and shall serve until the commencement of the next AGM.
14. The Committee may appoint Working Groups, as it deems necessary and shall prescribe their function. All acts and proceedings of any such Working Group shall be reported to the Committee as soon as possible. No such Working Group shall expend funds of the Association outside the agreed budget and procedures as approved by the Committee
15. Committee Meetings shall be held at least once each term
16. The Annual General Meeting shall be held in September.
17. At the AGM, the Chair shall be taken by the Chairperson or delegated to another role on the committee.

18. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM.
19. Special General Meetings (SGM) may be called at the request of a minimum of six members, documented in writing.
20. Thirty days' notice shall be given of any Special General Meetings to all members of the Association
21. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial Report for approval by the members at the Annual General Meeting.
22. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two Trustees of the Association
23. The financial year shall commence on 1st September
24. The Accounts of the Association will be verified externally on an annual basis.
25. If they considered it is required, ten members of the charity can call for the accounts to be externally audited at an Annual General Meeting or a Special General Meeting.
26. Any matter not provided for in the Constitution and concerning the organization and activities of the Association shall be dealt with by the Committee whose decision shall be final.
27. No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without prior written permission to Clauses 2, 27 and 28 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 members present and voting at an AGM or Special General Meeting.
28. 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 members 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 children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document

Signed

Ensure space to print name and add signatures