



ASHURST CE AIDED PRIMARY SCHOOL

SCHOOL LANE, ASHURST, WEST SUSSEX

BN44 3AY

Friends of Ashurst Primary School (FAPS) Constitution.

- 1) The name of the Association shall be; The Friends of Ashurst Primary School.
- 2) The object of the Association is to advance the education of the pupils in the school. In furtherance of this objective 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 such facilities or items of education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine.
- 3) The Association shall be non-political and non-sectarian.
- 4) The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and committee. (note 1)
- 5) The Association may appoint a president.
- 6) The names of the Vice-presidents shall be submitted to the Annual General Meeting (these are usually people the Association wishes to honour).
- 7) Membership shall consist of any individual or company.
- 8) The management of the Association shall be vested in a committee consisting of the following officers: - Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, together with other members making a minimum of 7 committee members in all.
- 9) The officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next AGM.
- 10) Three members of the committee shall constitute a quorum.
- 11) Committee meetings shall be held at least once each term and shall be open for all members to attend. The chair shall invite contributions from the floor at Any Other Business in order to discuss and take decisions concerning projects and fund-raising activities. (note 2)
- 12) The AGM shall be held in the Autumn Term. At the AGM, the chair shall be taken by the Chairman or, in his/her absence, the vice-chairman of the committee.
- 13) Nominations should 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.
- 14) The committee may fill casual vacancies by co-option until the next AGM.

- 15) One Auditor, not a member of the committee, shall be elected annually at the AGM to audit the accounts and books of the Association.
- 16) Special general meetings may be called at the written request of any 3 members.
- 17) Fourteen days' notice shall be given of any special general meeting to all members of the Association.
- 18) The Honorary Treasurer shall be responsible for keeping account of all income and expenditure. A financial report shall be presented to all meetings and the accounts, duly audited, shall be presented to the members for approval at the AGM.
- 19) Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two officers of the Association.
- 20) The financial year shall commence on 1st September and end on the 31st August.
- 21) Any matter not provided for in the constitution and concerning the organisation and/or activities of the association shall be dealt with by the committee whose decision shall be final.
- 22) No alteration to this constitution may be made except at the AGM or 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, 22 and 23 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 meeting.
- 23) The Association may be dissolved by a resolution presented at a Special General Meeting called for the 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 members of the association but will be given to the school to which the majority 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.

Within this constitution the following is taken to mean: -

The school - Ashurst CE Aided Primary School, Ashurst, Steyning, West Sussex BN44 3AY

Note: -

- 1) Membership of the National Confederation of Parent -Teacher Associations automatically provides this.
- 2) A quorum would depend on the size of the whole committee, it must be a third of the members and a minimum of three.
- 3) Co-opted members- the number would depend upon the size of the committee, usually two co-optees are sufficient. They would have voting rights.
- 4) The AGM should preferably take place during the Autumn Term to enable new parents to be involved from the start of the school year.
- 5) The financial year shall be for 12 months.