

# Constitution

## Friends of Goonhavern School

1. The name of the Association shall be the Friends of Goonhavern School (FROGS) and is a registered charity (1112507).
2. The objective of the Association is to advance the education of the pupils of the school by assisting in the provision of facilities for the education of the school not normally provided by the Local Authority. As an ancillary thereto and in furtherance of this objective, the Association may:
  - a. Foster more extended relationships between the staff, parents and others associated with the school.
  - b. Engage in activities that support the school and advance the education of the pupils attending it.
3. The Association shall be non political.
4. The President of the Association shall be the Head Teacher.
5. Membership – all parents and guardians of pupils, and all staff are members and are eligible to become Friends of Goonhavern School Association, to hold office, serve on the committee and vote at the AGM. Former eligibility ensures continued entitlement to be a member of the Association.
6. The management and control of the Association shall be vested in a committee which shall consist of the following:
  - a. Chair;
  - b. Vice-Chair;
  - c. Honorary Treasurer;
  - d. Secretary;
  - e. One representative of the school staff;
  - f. At least five other members of the Association.
7. The Annual General Meeting (AGM) of the Association shall be held in the Autumn Term of each year. At the AGM the Chair shall be taken by the Chair, or in their absence, by the Vice-Chair. The following posts shall be elected:
  - a. Chair;
  - b. Vice-Chair;
  - c. Honorary Treasurer;
  - d. Secretary.
8. At least 3 members will be elected at the AGM.
9. 10% of members shall constitute a quorum at the AGM (deemed to be approximately 20 in total).
10. Officers will hold the same office for a year only.
11. A committee meeting shall be held immediately after the AGM and the committee shall elect further officers from amongst its members.

12. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM. In accordance with the School's Financial Standard, all transactions must be authorised by the Chair or Vice-Chair, and then processed by the Honorary Treasurer before submission for cheque signature.
13. The Honorary Treasurer will submit to the AGM, a Financial Plan for proposed expenditure during the forthcoming academic year, for approval by the Association. Once ratified by the AGM, this Financial Plan acts as authority for expenditure throughout the Financial Year. Any expenditure not on the Financial Plan will need approval at the next AGM or at a Special General Meeting (see para 21 below).
14. Committee meetings shall be held at least once a term at such times as the committee shall direct.
15. Representation by a member of the school staff is required at each termly meeting and AGM/SGM's.
16. The President and school representative shall be ex-officio of the committee.
17. Six members of the said committee shall constitute a quorum for the committee.
18. The committee shall have the power to co-opt up to 3 new members.
19. Casual vacancies on the committee may be filled by the committee by co-option. Any person so co-opted shall serve only whilst the person whose place they have filled would have served.
20. The committee shall have the power to appoint any sub committees and prescribe the function thereof. Additional meetings may be held by sub committees of the Association as deemed necessary.
21. A Special General Meeting (SGM) shall be convened by written request from TEN members of the Association to the Secretary, Chairperson or President of the Association. Such a meeting will be held within THIRTY days of the request. Agenda and motions submitted shall be circulated to all members seven days prior to the meeting.
22. No alterations of the rules shall be made except at the AGM or SGM called specifically for this purpose. No alteration shall be made to the objects clause or dissolution clause, which would cause the Association to cease to be a charity at law.
23. The banking account shall be in the name of the Association on the signature of two of the following:
  - a. Chair of Governors
  - b. School Business Manager
  - c. FROGS Chair or Committee Member
24. An auditor, not being a member of the committee, shall be appointed annually at the AGM to audit the accounts of the Association
25. Any assets remaining upon dissolution of the Association after satisfying any outstanding debts and liabilities will be given to the school to be spent in accordance with clause 2.
26. The Association shall take out Public Liability Insurance to cover its meetings and activities
27. Any matter not provide for in the Constitution shall be dealt with by the committee, whose decision will be deemed final.

28. The President shall have the ultimate authority on all matters.

Dated