



## Friends of Shadwell School Constitution

### 1. Name

The name of the association shall be **Friends of Shadwell School** ("the Association").

### 2. School Association

The Association is linked to **Shadwell Primary School**, Main Street, Shadwell, Leeds, LS17 8JF ("the School").

### 3. Aims and Objectives

The Association is established for the following charitable purpose:

- To advance the education of pupils in the school by providing or assisting in the provision of facilities, equipment, furniture, resources, and pupil entertainment which would not otherwise be funded through the standard school budget.
- To help plug the funding gap in the school's budget through regular fundraising and community support.
- To foster relationships between staff, parents, and others associated with the school.

### 4. Powers

To further these aims, the Committee shall have the following powers:

- To raise funds and invite and receive contributions from any person or persons by way of donations, sponsorship, subscriptions, grants, or otherwise.
- To buy or acquire goods and services needed for the achievement of the Association's aims.
- To cooperate with other voluntary or charitable organisations and statutory authorities.
- To make reasonable and necessary payments for goods and services to promote the charitable aims.

- To open and operate bank or building society accounts in the name of the Association.
- To do all such other lawful things as are necessary for the achievement of the aims.

## 5. Membership

### 5.1 Eligibility

- All parents and guardians of pupils currently attending Shadwell Primary School are automatically members of the Association.
- All teachers and staff at the school are also deemed members.

### 5.2 Membership Rights

- Members may attend and vote at the Annual General Meeting (AGM).
- Members may stand for election to the Committee.

### 5.3 Termination of Membership

Membership shall terminate if:

- A member resigns by giving written notice to the Secretary.
- A member's child leaves the school, unless otherwise agreed by the Committee.
- A member behaves in a way which brings the Association into disrepute, subject to a majority vote of the Committee following a fair process.

## 6. The Committee

### 6.1 Role

- The Association shall be managed by a Committee of not fewer than 3 and not more than 7 members.
- All members of the committee are trustees of the charity and have control of **the association**, its property & funds
- Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM
- All committee members/trustees, except those who are co-opted, must be members of the association.
- Nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person with their consent, and that person may be appointed by a majority vote of those present.

- All committee members shall be entitled to reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the association.

## **6.2 Composition**

The Committee shall include the following officers:

- **Chair**
- **Vice-Chair**
- **Treasurer**
- **Secretary**
- **Fundraising Officer**  
Additional roles may be assigned by the Committee as needed.

## **6.3 Powers and Responsibilities**

- Administer the finances of the Association.
- Organise fundraising and social events.
- Ensure proper records are kept.
- Promote the charitable aims of the Association.
- Represent the interests of the members and the school.
- Make decisions on behalf of the Association.

## **6.4 Election and Term of Office**

- Committee members shall be elected at the AGM.
- All officers and committee members will serve a term of one year and may stand for re-election.

## **6.5 Meetings**

- The Committee shall meet at least once per term. Meetings can be held physically or virtually. These meetings must comply with all other rules for the meeting, including chairing, taking minutes and quorums.
- Decisions shall be made by simple majority vote; the Chair shall have a casting vote in the event of a tie.
- Three Committee members shall constitute a quorum.
- The Chair or, if the Chair is unable or unwilling to do so, some other committee members/ trustees chosen by the members present is in charge at each committee meeting.

## **6.6 Removal of a Committee Member**

A Committee member may be removed by a majority vote of the Committee if they:

- Fail to attend three consecutive meetings without reasonable cause.
- Act against the interests of the Association.
- Are found to have misused funds or breached the Constitution.

## **7. Annual General Meeting (AGM)**

- An AGM shall be held annually during the Autumn Term.
- At least 14 days' notice shall be given to all members.
- Notice of any general meeting of the association may be sent by hand, by post, by email or in any newsletter distributed by the association to its members.
- A technical defect in the giving of notice which the members or committee members/trustees are unaware of at the time does not invalidate decisions taken at a general meeting
- The AGM will:
  - Receive the annual report and financial statement.
  - Elect the Committee.
  - Consider any proposals for changes to the Constitution.

## **8. Extraordinary General Meetings (EGMs)**

An EGM may be called at any time by the Committee or upon written request signed by at least 10 members. The same notice requirements apply as for an AGM.

## **9. Finance, Records & Accounts**

The committee must comply with the requirements of The Charities Act 2011 or any substantial re-enactment as to the keeping of financial records, the audit or independent examination of accounts and preparation and transmission to the Charity Commission of:

1. Annual Reports
2. Annual Returns
3. Annual Statement of Account

The committee must keep proper records of:

- All proceedings at general meetings
- All proceeding at committee meetings
- All reports of sub-committees

Annual reports and statements of account relating to the association must be made available for inspection by any member of the association.

The committee must notify the Charity Commission promptly of any changes to the association's entry on the Register of Charities.

- All funds raised shall be used solely to further the aims of the Association.
- A bank account shall be opened in the name of the Association.
- The Treasurer shall keep accurate records and prepare an annual statement of accounts for approval at the AGM.
- Two unrelated signatories shall be required for all payments.

#### **10. Amendments to the Constitution**

- Any proposed amendment to this Constitution must be approved by a two-thirds majority at an AGM or EGM, provided that 21 days' notice of the proposal has been given.
- No amendment shall be made that would cause the Association to cease to be a charity at law.
- A copy of the resolution amending the constitution must be sent to the Charity Commission within 21 days of it being passed.

#### **11. Dissolution**

- The Association may be dissolved by a two-thirds majority vote at an AGM or EGM.
- In the event of dissolution, any remaining funds shall be given to the School for the benefit of the pupils, or to another local educational charity as decided by the Committee.
- The committee members/trustees must notify the Charity Commission promptly that the association has been dissolved. The committee members/trustees must comply with any request from the Commission including providing the association's final accounts.