

CONSTITUTION

For the Home School Association for Ilsington Church of England Primary School

This constitution adopts in their entirety clauses 2, 24, 25, 26 and 27 from the standard constitution for Home School Associations set out by the National Confederation of Parent Teacher Associations. The wording of these clauses has been agreed with the Charity Commission and the Inland Revenue so that inclusion in their entirety establishes an association as a charity for tax purposes.



1. The name of the association shall be **The Friends of Ilsington School**.
 2. The object of the association is to advance the education of pupils in the school. In furtherance of this object the association may:
 - (a) Develop more extended relationships between the staff, parents and other associated with the school.
 - (b) Engage in activities which support the school in advance the education of the pupils attending it.
 - (c) Provide and assist in the provision of such facilities or items for 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-party political and non-sectarian.
 4. The association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities Officers and Committee.
 5. The association may appoint a president.
 6. Membership shall consist of all parents and/or guardians of pupils attending the school and all teachers together with past parents, grandparents, friends of the school, ancillary staff and Governors.
 7. The management of the association shall be vested in a Committee consisting of the following Officers:
 - Chairman**
 - Vice Chairman**
 - Honorary Secretary**
 - Honorary Treasurer**
 - 5 Other Members**
- The head teacher may be a member of the Committee but not an officer of the Committee. One member from each family shall be eligible to serve on the Committee at any one time.
8. The officers and committee shall be elected annually at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
 9. Four members of the Committee shall constitute a quorum (minimum number required for valid meeting – a fixed number of members who must be present before the members can conduct valid business).
 10. The Committee shall have the power to co-opt a maximum of two further members onto the Committee who will have voting rights.
 11. All members shall be entitled to attend Committee meetings. Prior notice of the time and place of Committee meetings will be given. All members attending Ordinary General Meetings shall be entitled to speak and to participate in furthering the objects of the association.

12. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the association otherwise than in accordance with a budget agreed by the Committee.
13. The Annual General Meeting shall be held in September/October. At the Annual General Meeting the Chair will be taken by the Chairman or in his/her absence by any other Committee member. Nominations for office shall be proposed and seconded by members and should be the consent of the nominee. Nominations may be made prior to or during the meeting.
14. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
15. An Auditor or independent examiner reasonably considered by the Committee to be competent to examine the accounts, who are not members of the Committee, shall be elected annually at the AGM to audit or independently examine the accounts and books of the association.
16. Special General Meetings may be held at the written request of a minimum of 5 members. 30 days notice shall be given of any Special General Meeting to all members of the association.
17. The association rules may be changed by two thirds of those present at the AGM voting in favour of the proposed change or at a Special General Meeting held for the purposes.
18. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial Report to all Committee meetings, and shall present the accounts duly audited or independently examined for approval by the members at the AGM.
19. Bank accounts shall be operated in the name of the association and withdrawals shall be made on at least the signature of two of the Officers of the association.
20. The financial year shall commence on 1st August.
21. Any matter not provided for in the constitution and concerning the organisation and activities of the association shall be dealt with by the Committee and its decision shall be final.
22. Annual Report – The Committee shall comply with their obligations under the Charities Act 1993, and the Charities (Accounts and Reports) Regulations 1995 with regard to the preparation of an annual report and its transmission to the Commissioners.
23. Annual Return – The Committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.
24. No alternation to this constitution may be made except at the AGM or a Special General Meeting called for this purpose. No amendments or alternations shall be made without the prior permission of the Charity Commission to clauses 2, 22, 23, 24 and 25 and not alteration shall be made which could cause the association to cease to be a charity by law. Alterations to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.
25. 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 the 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 with 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.
26. A copy of this constitution shall be given to the parents of each new pupil when attending school for the first time.

Constitution Reviewed and Distributed by

Signed _____	Print Name _____
Position _____	Date _____