

Friends of Norton Free Church of England

Primary School Constitution

As agreed at the EAGM on 22nd November 2012 the committee voted to adopt this written constitution.

The Association shall consist of all parents of children attending the School, parents of past pupils and those who wish to assist the School in the provision of amenities for the pupils.

1. The name of the Association

Friends of Norton Free Church of England Primary School

2. The address shall be:

Norton Free Church of England Primary School
Matthews Lane
Norton
Sheffield
S8 8JS

3. Objectives

To assist the School in the provision of amenities by means of social and cultural activities as determined by the Friends of Norton Free Church of England Primary School, with agreement of the Head teacher.

4. Committee

a) The Committee shall consist of:

- The Head teacher or their nominee from the staff
- A nominee from the Board of Governors
- A minimum of 7 representatives elected at the Annual General Meeting

b) The Committee shall have the power to:

- co-opt additional non-voting members
- establish sub-committees
- remove (at its discretion) any Committee member who fails to attend three consecutive committee meetings

c) A quorum must consist of 5 voting members of the Committee. The governor representative and staff representative will not have voting powers. Proxy voting in advance in writing through the Chair is acceptable.

d) The Committee shall meet once a term as a minimum.

A minimum of our members of the Committee may request a meeting with the Chair and the Headteacher through the Secretary. In this event a meeting shall normally take place within 10 days of the request.

5. General Meetings

a) The Annual General Meeting shall be held in September /October annually.

b) All members shall be given a minimum of 10 days notice of the date of the AGM, or of any general meeting held by the Committee, by the posting of a notice in the School, and by a Newsletter.

c) A quorum of 5 members is necessary for the conduct of business at the AGM.

d) An extra-ordinary General Meeting can be convened at any time within 10 days at the request of 10 members.

e) All members are entitled to vote at the AGM or EOGM, each member having one vote.

6. Amendment of Rules of the Constitution

The rules may only be altered at the AGM, or at an Extra-ordinary General Meeting.

7. Accounts

Full and audited accounts shall be kept of the financial affairs of the Association, and such accounts shall be presented to the AGM and be generally available to every member of the Association for inspection.

8. Dissolution

In the event of the Association being dissolved, any funds or assets remaining after the discharge of liabilities shall be transferred to Norton Free Church of England Primary School.