

Lillington School Association

CONSTITUTION

1. The **Association** shall be known as **Lillington School Association**.
 - a. The address of the Association is:

% Lillington Nursery and Primary School
Cubbington Road
Lillington
Leamington Spa
Warwickshire
CV32 7AG
England

The Secretary of the Association shall receive any correspondence on behalf of the Committee and Association.

2. The **objectives** of the Association are to:
 - a. Enhance the education of the school pupils in all aspects – academic, athletic, social, cultural.
 - b. Enhance the pupils’ personal development, achievement and wellbeing.
 - c. Develop good working relationships between staff, parents and the wider community.
 - d. Promote the school and its reputation within the district and beyond.
 - e. Enhance the school environment.
 - f. Relieve particular instances of need amongst the pupils according to rules and procedures adopted by the Association.

3. The **committee has the following powers**, to be exercised in achieving the above objectives:
 - a. To raise funds
 - b. To apply for grants, community funds and donations
 - c. To open and operate bank accounts
 - d. To receive and sign off the Annual Accounts
 - e. To produce and distribute an Annual Report
 - f. To create rules, policies and standing orders

OBJECTIVES

POWERS

COMMITTEE POWERS

- g. To publish and distribute information
- h. To enter into commercial agreements
- i. To buy or sell property or equipment
- j. To hire property or equipment
- k. To enter into partnerships with other organisations
- l. To pay for professional advice and services
- m. To pay costs incurred in running the Association
- n. To take out insurances and indemnity cover
- o. To make grants or loans of money
- p. To give guarantees
- q. To pay for any necessity encountered in achieving the objects of the Association
- r. To invest funds
- s. To loan property or equipment belonging to the Association
- t. To form sub-committees which have at least one Committee Member
- u. To co-opt committee members at any time to a maximum ratio of 1:2 co-opted to elected members.
- v. To elect acting officers as the need arises (see section 6)
- w. To allow or disallow Membership of the Association (see 4c, 4.1c)

ASSOCIATION MEMBERSHIP

4. The **Association Membership** comprises:
- a. All staff of Lillington Nursery and Primary School, including teachers, classroom assistants, administrative staff, ancillary staff and part-time employees.
 - b. Parents, Guardians and Carers of pupils enrolled at the school
 - c. Any person aged 18 or over who applies to the Committee in writing and is accepted as a Member. This class of membership is referred to a Friend.
- 4.1 **Membership** is terminated when:
- a. The Member dies
 - b. The Member resigns by written letter to the Committee
 - c. The Committee takes the decision to exclude a person from Membership for good reason, and notifies that person in writing of the intention and allows 14 clear days notice for the person to respond, and there being no cause to revoke the decision, the notice period expires.
- 4.2 If the **Membership** criteria in 4a and 4b are no longer met, a Member may if they wish become a Friend by written application as in 4c. Otherwise membership will be deemed to have ceased when the criteria in 4a and 4b no longer apply.
- 4.3 All Members are entitled to attend Annual General Meetings and other General Meetings of the Association. Members who are not Committee Members may attend Committee meetings to observe, report or assist in any way the business of the Association, but may not participate in voting.
- 4.4 All Members are entitled to stand for election to the Committee. No Member may be nominated without their agreement. Once they have agreed to be nominated, and that

nomination is seconded, they stand for election. Nominations are received by the Chairman before the AGM. Where there are no prior nominations, nomination and seconding at the meeting is acceptable.

COMMITTEE MEMBERS

5. The Association **Committee Members** manage the policies, decisions and activities of the association, monitor legal compliance issues and take necessary steps to ensure full compliance. The Committee is responsible for keeping the membership informed of the activities of the Association. All **Committee Members** are trustees of the association.

- a. All elected **Committee Members** retain membership of the Committee until the next Annual General Meeting whereupon a new Committee is elected. Existing **Committee Members** are entitled to stand for re-election at the AGM.
- b. Co-opted **Committee Members** who wish to remain on the Committee must be co-opted again by the newly-elected **Committee Members** at the AGM.
- c. Where there is a particular necessity, **Committee Members** may be elected at a General Meeting. Their Committee membership expires at the subsequent AGM whereupon they may be re-elected.
- d. **Committee Members** who wish to resign do so in writing to the Chair of the Committee. In the case where only four **Committee Members** remain, a resignation will not be accepted.
- e. The Committee has a minimum of four Members and a maximum of fifteen.
- f. Once elected, **Committee Members** must sign a trustee declaration form to confirm they are suitable to hold a position of financial responsibility, and give the form to the Chairman of the committee.
- g. **Committee Members** are entitled to receive reasonable out-of-pocket expenses incurred in carrying out their duties.
- h. A **Committee Member** will cease to be such if incapable of carrying out their duties.
- i. A **Committee Member** will be disqualified from Committee Membership if they have a current conviction for an offence involving dishonesty or fraud, or are declared bankrupt. They will remain a Member of the Association unless the Committee has good reason to terminate their membership.
- j. A **Committee Member** will be disqualified from Committee Membership if they have any conviction for offences against children and their Membership of the Association will also be terminated.

OFFICERS

6. The Committee has the following **officers** who have power to conduct the business of the Committee, who are normally elected at the AGM:
- a. Chairman
 - b. Deputy Chairman
 - c. Treasurer
 - d. Secretary
 - e. Any other **officer(s)** deemed necessary

Nominations for the above **officers** are made at the AGM once the new Committee is elected. The acting chairman at the AGM will determine the willingness of Committee Members to stand for each office and receive a nomination and seconding and conduct the election of each office by show of hands. Where a vacancy arises between AGMs, the Committee may elect a Committee member at a Committee meeting as an **acting officer**.

- 7 The Association will have various kinds of **meetings** in order to run its business and achieve its objectives. All meetings must be minuted. **General Meetings** may be attended by any member of the association.

General Meetings

- a. General Meeting
- b. Special General Meeting
- c. Emergency General Meeting
- d. Annual General Meeting (AGM)

Committee Meetings

- e. Committee Meeting
- f. Sub-Committee Meeting

7.1 All **General Meetings** must be called with 21 clear days written notice given to the members, specifying date, time and place of meeting. This may include email, web-posting, texting, school notices, etc. Any particular business should be referred to.

- a. **General Meetings** are called by the Committee.
- b. The quorum for a **General Meeting** is twice the current number of committee members.
- c. Votes may be taken at meetings and decided by a show of hands and a simple majority.
- d. The Chairman has a casting vote in the event of an equal vote.

7.2 **Special General Meetings** are called by any Members of the Association

- a. The rules and requirements are as for **General Meetings**
- b. A petition of 20 members is required to call the meeting.
- c. If the Association chairman is not present, a chairman must be appointed by the meeting.
- d. The quorum for a **Special General Meeting** is 30.

7.3 **Emergency General Meetings** are for highly urgent and significant business which cannot wait for the normal notice period. There must be a record kept of exactly what has prompted the meeting.

- a. Every effort must be made to give as much notice as possible. Less than 3 clear days would be considered insufficient. The notice must explain the reason for the meeting and the short notice.

- b. The quorum for an **Emergency General Meeting** is 20.
- c. **Emergency General Meetings** may be called by the Committee or a petition of Members as above.

ANNUAL GENERAL MEETING

7.4 **Annual General Meetings** (AGMs) are a specific type of General Meeting and follow the rules for **General Meetings**. They have the further requirement that **Annual General Meetings** are held every year and not more than 15 months may elapse between successive AGMs. Also, at the AGM the members;

- a. receive the Annual Report
- b. receive the Annual Accounts
- c. receive the minutes from the previous AGM
- d. elect committee members
- e. appoint an independent examiner
- f. set a provisional date for the next AGM
- g. discuss Association matters

Additionally, the newly-elected Committee may co-opt further Committee Members to a maximum ratio of 1:2 elected members. Once the new Chairman is elected, they may take over the running of the AGM.

7.5 **Committee meetings** are where the normal business of running the Association is done.

- a. Where the Chairman is unavailable an acting Chair must be appointed for the meeting
- b. The Committee must meet at least once per school term.
- c. The Committee will receive reports from any sub-committees
- d. The Committee will receive minutes of the previous **Committee Meeting**
- e. The Committee will receive an update on the finances from the treasurer, either submitted in advance if the treasurer is unlikely to present, or at the meeting.
- f. The Committee will set budgets for fund-raising events and may delegate budgets to sub-committees.
- g. The dates for **Committee Meetings** will usually be set from one meeting to the next.
- h. Notice for a **Committee Meeting** shall not be less than 3 days.
- i. The Committee may invite non-members to attend for a specific purpose.
- j. All members are entitled to attend a **Committee Meeting**. A member may enquire of the Chairman when the next meeting is – there is no requirement for general notice to be given. However, only Committee Members are entitled to speak and vote at a **Committee Meeting**. Other attendees may speak by permission of the meeting (see 4.3).
- k. Where a Committee member has a personal interest in a matter to be discussed they must declare it at the outset. They should withdraw temporarily from the meeting unless expressly required to stay to provide information, and not vote on the issue.
- l. The quorum for a **Committee Meeting** is 50% of the current membership of the Committee, but in any case shall be no less than 4.

COMMITTEE MEETINGS

- 7.6 The Committee may set up **Sub-Committees** for specific purposes and dissolve them as required.
- a. **Sub-committees** must have at least one Committee Member present
 - b. **Sub-committees** do not require a formal chairman but may find it helpful to have one.
 - c. Copies of the meeting records/minutes must be forwarded promptly to the Chairman of the Committee along with any other pertinent information.
 - d. **A Sub-committee** is quorate with 3 members present.
 - e. **Sub-committees** may invite other members to attend as deemed necessary.
 - f. **Sub-committees** may also invite non-members to a meeting for a specific purpose.

8 Association Finances

- a. The Association has a bank account in its own name
- b. There must be four signatories to the account from which two signatures are required on cheques.
- c. Signatories will normally be the Chairman, Deputy Chairman, Secretary and Treasurer but may include other Committee Members appointed by the Committee to comply with 8b.
- d. Whereas all Committee Members are responsible for keeping the finances of the Association in good order, the Treasurer has particular responsibility to ensure that good practice is adhered to and to draw the attention of the Committee and particularly its chairman to any issues with regard to the running of the finances or the financial position of the Association.
- e. Banking may be done by other members of the Association
- f. All cheque books, paying-in books and bank statements must be kept securely in a central place.
- g. The Treasurer will keep an account which shows income and expenditure for each event based on stock used at the event. The Treasurer will also record the value of stock and assets held by the Association. That account should be presented at the next Committee Meeting
- h. The Treasurer will produce an annual account for the AGM which has been signed off by the independent examiner.
- i. All Members of the Association are entitled to see the accounts by request.
- j. All cash raised by the Association must be paid into the bank account without any deductions.
- k. The independent examiner may be a Member of the Association but not a Member of the Committee or close relative of a Committee Member.
- l. The Treasurer is responsible for ensuring the independent examiner has all the necessary information to scrutinize the accounts.
- m. The independent examiner must provide a statement in writing to the Committee regarding their findings.
- n. Handling of cash must follow the Association's policy.

- o. The Committee must ensure bank statements, paying-in books, cheque books and account statements are inspected periodically together by someone other than the Treasurer to reconcile the figures.
- p. The Committee may take out insurance to cover any financial losses or liabilities.
- q. The Committee must ensure that the financial risk involved in any undertaking has been considered and make note of the reasons for financial decisions.

9. **Dissolution** of the Association

- a. The Association may **dissolve** by a resolution carried by a Special General Meeting. The intention to **dissolve** the Association and the reason for it must be detailed in the meeting notice.
- b. The assets of the Association are not to be given to the Members of the Association.
- c. The Committee shall remain operational until all the Association’s assets are disposed of and liabilities met.
- d. Any net cash balances shall be passed to Lillington Nursery and Primary School. Where there are outstanding liabilities, assets must be sold to pay them off first if there is insufficient cash held.
- e. Any remaining assets shall be transferred to the school, or if they have no purpose for them, to a similar Association locally.

Once all business of the Association has been wound up, a notice to that effect countersigned by a senior representative of the School must be made to all Members, at which point the Committee is **dissolved** as is membership.

10. **Amendments** to the Constitution

- a. This constitution may be **amended** by resolution at a General Meeting, Annual General Meeting or a Special General Meeting. The **amendment** must accord with the objectives of the Association.
- b. A 2/3 majority of votes is required to pass the **amendment**.
- c. The wording of the proposed **amendment** must be included in the notice details.
- d. Once amended, a new version of the Constitution must be produced with a new version number and be signed and dated.

This Constitution was adopted at a General Meeting on April 2nd 2014

Signed.....(meeting chair)

DISSOLUTION

AMENDMENTS

Signed.....(committee member)

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