

## **Constitution of the Friends of Ilford County High School Association**

- 1 The name of the Association shall be:  
Friends of Ilford County High School (ICHS)
- 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 others associated with the school.
  - b. Engage in activities which support the school and 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 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 meeting, activities, Officers and Committee.
- 5 Any matter not provided for in the constitution shall be dealt with by the Committee.
- 6 Any member of the Association has the right to appeal on any matter connected with the activities or constitution of the Association to the governors of the School whose decision shall be final.
- 7 Membership shall consist of all parents and /or guardians of pupils attending the school, alumni and all teaching and non teaching staff.
- 8 The management of the Association shall be vested in a Committee consisting of the following officers:- CHAIRPERSON, VICE CHAIRPERSON, SECRETARY & TREASURER together with 6 other members. A further 2 other members can be named to act as reserves.
- 9 The officers and committee shall be elected at the Annual General Meeting and serve until the commencement of the next Annual General Meeting.
- 10 Four members of the Committee shall constitute a quorum.
- 11 a) Casual vacancies on the committee may be filled by the 2 committee reserves and or by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.  
b) Where a child leaves school during the year then the parents, being members of the Association, shall be deemed to continue as such until the next AGM.
- 12 The Committee may appoint sub-committee, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall report to the Committee as soon as possible.
- 13 Committee meetings shall be held at least once each term.
- 14 The Annual General Meeting, will be held in March. At the Annual General Meeting, the chair shall be taken by the outgoing CHAIRPERSON or in their absence the VICE-CHAIRPERSON of the committee.
- 15 Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting.
- 16 Where parents no longer have children at the School, but wish to continue their interest in the School through the Association, such parents may be accepted as

friends of the School and shall be entitled to full membership with the exception that they may not hold office Chairperson, Vice-Chairperson, Secretary or Treasurer, or serve on the Committee. Alumni will have the same entitlement.

- 17 The accounts and books of the association will be audited annually by auditors or independent examiners, reasonably considered by the committee to be competent to examine the accounts.
- 18 Special General Meetings may be called at the written request of a minimum of 10 members and 30 days notice shall be given to all members of the Association.
- 19 The Treasurer shall be responsible for keeping accounts 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 Annual General Meeting.
- 20 The financial year shall commence on 1<sup>st</sup> April.
- 21 Bank Accounts or Building Society Account shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the Officers of the Association. A minimum of £200 shall be kept in the account for the purchase of fund raising items, and to avoid bank charges.
- 22 The spending of any monies accrued shall be at the discretion of the Committee in conjunction with the Head Teacher or their deputy.
- 23 Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
- 24 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.