

CONSTITUTION FOR THE FRIENDS OF POCKLINGTON SCHOOL

1. Name of Association

The name of the Association shall be 'The Friends of Pocklington School' (The Friends).

2. Objectives

The object of the Friends is to support the well-being of Pocklington School by:

2.1 Organising social events and fundraising activities which support Pocklington School and, on occasion, external charities; and which promote relations amongst parents and others involved in the Friends.

2.2 Providing and assisting in the provision of specific facilities or items for use by Pocklington School as the Committee shall from time to time determine with the agreement of the Headmaster.

2.3 Helping promote and assist with Pocklington School events and initiatives.

2.4 Liaison with the Friends of Pocklington Prep School.

3. Terms of Reference

The Friends will report through the Headmaster to the Board of Governors.

4. Membership

Membership of The Friends is automatically extended free of charge to parents and/or guardians of pupils attending Pocklington School, past parents, grandparents, friends of the School and any member of staff.

5. Management of the Association

5.1 The Committee will comprise of a Chairman and Vice-Chairman who will be parents of children currently in Pocklington School. The rest of the Committee will consist of members who wish to take an active role in The Friends with a minimum of eight current parents; from these will be found the Treasurer and Secretary. In addition there will be one member of staff who will act as the liaison officer between the Friends and the Foundation; this member will be nominated by the Headmaster and may not serve as an Officer (Chairman, Vice-Chairman, Treasurer or Secretary).

5.2 The Officers and other Committee members (excluding the liaison member of staff) shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.

5.3 The Officers can serve a maximum period of three consecutive years in a post.

5.4 Five Committee members will constitute a quorum at Committee meetings. The Chairman, or in his or her absence, the Vice- Chairman or, in his or her absence, another member of the Committee (excluding the liaison member of staff) nominated by the members present will chair each meeting.

5.5 The Committee will meet at least termly, or more often if required.

5.6 Sub-groups may be constituted at the discretion of the Chairman and meet as necessary.

5.7 Nominations for the Committee shall be proposed and seconded by members of the Friends and nominations may be made any time prior to the commencement of, or during the AGM.

5.8 The Committee shall have the power to co-opt Friends to fill vacancies on the Committee, including officers, until the next AGM or to augment the committee when planning and executing a large event.

5.9 Committee members are expected to regularly attend meetings and actively participate in the organisation of events.

6. Annual General Meeting & Special General Meetings

6.1 The Annual General Meeting, which is open to all members, will be held in the first half of the Michaelmas Term each year and will be advertised through the School's usual means of communication.

6.2 At the AGM, the chair will be taken by the Chairman or, in his or her absence, the Vice-Chairman or, in his or her absence, another member of the Committee nominated by the members present (excluding the liaison member of staff on the committee).

6.3 Special General Meetings may be called at the written request of a minimum of ten members of the Friends who are current parents, of whom no more than four can be members of staff.

6.4 Thirty days' notice shall be given of any Special General Meeting to all members of the Friends through the School's usual means of communication.

7. Accounts

7.1 The Treasurer shall be responsible for keeping account and management of all the Income and Expenditure and shall present a Financial Report to all the committee meetings, and shall present the accounts duly audited at the AGM.

7.2 The books and accounts will be audited annually by the Foundation's Deputy Bursar.

7.3 Bank Accounts will be operated in the name of the Association and withdrawals shall be made on two authorised signatories.

7.4 The financial year shall commence on 1st September.

8. Foundation Support for the Friends

The Friends will be supported by the Foundation as follows:

8.1 A member of staff from the Pocklington School Foundation to contribute to the work of the Friends Committee.

8.2 Insurance for events and members of the Friends through PTA-UK and The Foundation's general insurer.

8.3 Audit accounts in accordance with requests from the Treasurer.

8.4 Within capacity, administrative support to the Friends and support to functions on a break-even basis.

9. Review of Constitution

This Constitution will be reviewed at least every three years under the direction of the Friends Chairman. The amended Constitution is to be approved at the AGM and ratified by the Headmaster before taking effect.

10. Dissolution of the Association

The Friends may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution may have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Friends but will be given to the Foundation for the benefit of the pupils in the Senior School. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

Signed
Chairman of Association

Signed
Headmaster

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Date.....

Date.....

Date of next review: