



Friends of St Dunstan's College Constitution

(Constitution first adopted September 1993, amended October 1999, October 2002, October 2004, October 2006, October 2016, March 2020 and proposed changes below October 2021)

Name:

The Society shall be called 'The Friends of St Dunstan's College' (FOSDC).

Aim:

To enrich the educational, social, spiritual, and family life of the College through whole-College community events, as well as social and leisure activities. The FOSDC aims in every way to enhance the standing and good name of St Dunstan's College within our local and broader community. FOSDC also aims to raise funds for the benefit of the pupils, the College, and local and national charities, in pursuit and support of the wider strategic aims and development of the Foundation.

Membership:

Membership is for current parents and legal guardians of current pupils and open to former pupils of the College, Dunstonians, past and present members of the teaching and support staff, Governors of the College and any other persons who are willing to support the aims of the Committee.

Committee:

The Committee will consist of the following members:

Committee Member	Chairperson	Voting Rights
A member of the Foundation Executive Team	Joint Chairperson	Yes
Head of Operations – Administration	Secretary	Yes
Head of Operations – Facilities	Staff Representative	Yes
Parent Representative	Joint Chair	Yes
Parent Representative	Vice Chair	Yes
Senior School Parent Representative	Senior School Representative	Yes
Junior School Parent Representative	Junior School Representative	Yes

All parent members shall seek re-election on an annual basis, which will be ratified at the AGM, usually held within the Trinity Term.

The Committee will elect from their number a Joint Chair and a Vice-Chair, all of whom must be current parents and who must serve a minimum of one academic year. In the event of more than one candidate coming forward, the Committee will hold a secret ballot.

The Committee may, on occasion, create a sub-Committee for a specific purpose. The Chair of any sub-Committee will be co-opted to the Committee for an approved period. Co-opted members may not vote.

The Committee will have the power to co-opt other members from time to time. Co-opted members may not vote.

The Committee will have the power to appoint honorary members to the Committee. Honorary members may not vote.

The purposes of the Committee are to ensure a full programme of activities takes place in pursuit of the aims of the Foundation and to decide how any funds are to be spent, relating to the annual development plan cycle and strategic aims of the College.

The Chairperson, the Vice-Chairperson or the Secretary will chair meetings of the Committee.

The Headmaster has the power of veto in the event of the FOSDC making any proposal or suggesting any course of action that the Headmaster in his sole discretion deems to be against the best interests of the Foundation, the College and/or its pupils.

Year Group Representatives:

FOSDC Year Group Representatives act as a link between the parents in their year group and the Committee via the Junior and Senior School Parent Representatives of the Committee.

The purposes of the Year Group Representatives are to:

- 1) share information about FOSDC events and activities and to offer feedback to the Committee.
- 2) encourage attendance, participation and co-ordinate offers of help.
- 3) welcome new parents who join during the year.
- 4) organise class/year group social events.

No limits will be placed on the number of Year Group Representatives for each year group.

The Year Group Representative role is open to any parent member. All Year Group Representatives shall be appointed on an annual basis and ratified as part of the AGM.

Meetings of the Committee:

The Annual General Meeting (AGM) of the Committee shall be held within the Trinity Term of the College at a place and date to be determined by the Committee. At least 14 days' notice in writing by email shall be given to all members, stating the business to be discussed at such meetings.

The Committee shall (after obtaining the written consent of the nominees) submit to each AGM all nominations for parent members of the Committee and for Year Group Representatives.

Special General Meetings of the Committee may be convened by the Chair and shall be convened at the request in writing of at least 30 members. Fourteen days' notice of any such meeting shall be given, in writing by email, to all members stating the business to be discussed at such meetings.

The Joint Chairs shall decide the procedure to be followed at all meetings and resolutions shall be carried by a majority of those present and voting.

Rules can only be changed by a two-thirds majority of the members present and voting at a General Meeting.

In the event of an even vote, the Joint Chairs shall have a second or casting vote. Voting by proxy shall not be permissible. The Quorum of a General Meeting will be 5 members.

Committee meetings will take place half-termly. The Quorum of a Committee meeting will be fifty percent of Committee members, including at least one member of the Foundation Executive Team.

Additional, smaller Committee working group meetings for specific events will require the presence of either Head of Operations representative, as required.

Year Group Representative meetings will be organised termly by the Committee. These could be official meetings or social gatherings as decided by the Year Group Representative responsible.

Finance:

The funds of the FOSDC shall, unless and until invested by the Committee on behalf of the FOSDC, remain with the College Finance Office. The Chair/s or the Secretary will authorise expenditure on behalf of the Friends either as detailed in the minutes of Committee meetings or to be signed by any two of the following: the Chair/s, the Secretary or a nominated staff or parent member of the Committee.

Surplus funds raised through the Friends of St Dunstan's activities should only be used to support the work of the Foundation.

The financial year of the Friends shall end on the 31 July. A financial statement for the Friends will be presented to the AGM.

Interpretation of rules:

The interpretation of these rules is vested in the Joint Chair of the Friends. The Committee shall have the power to give rulings on any matter on which the rules are silent.

Appendices: Appendix 1: College Resources
Appendix 2: Classlist
Appendix 3: Licensing
Appendix 4: GDPR