

Flax Bourton School Association

Charity No – 293218

Constitution and Rules

1. The name of the Association shall be the Flax Bourton School Association.
2. The objects of the Association are to advance the education of the pupils of the School by providing and assisting in the provision of facilities for the education at the School, and as an ancillary thereto and in furtherance of this object, the Association may:
 - a) Foster more extended relationships between the staff and parents and others associated with the School, and
 - b) Engage in activities which support the School and advance the education of the pupils attending it.
3. The Association shall be Non-Political.
4. The parents or guardians of all children attending the School, shall be deemed to be members of the Association.
5. The management and control of the Association shall be vested in a committee which shall consist of the following:
 1. The Head Teacher (or a member of the teaching staff representing the Head), and all members of the teaching staff ex officio, and
 2. Parent representatives from each class from whom shall be elected by the Committee the following officers:
 - a) Chairperson
 - b) Treasurer
 - c) Secretary
6. Seven members of the said Committee, shall constitute a quorum provided that two officers are always present during regular FBSA committee meetings.
7. Committee meetings shall be held at least once each term at such times and places as the Committee directs.
8. The Annual General Meeting of the Association shall be held during the autumn term of each year. At the Annual General Meeting the Chair shall be taken by the Chairperson or in his/her absence by another officer as directed by the Chairperson.

9. The Committee shall have the power to co-opt up to five members, and to appoint any sub-committee and shall prescribe the function of any sub-committee.

10. An Extraordinary General Meeting shall be convened at the request in writing to the Secretary of seven members of the Association. Such a meeting shall be held within thirty days of the request. Agenda and motions submitted shall be circulated to all members.

11. Casual vacancies on the Committee may be filled by the Committee 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.

12. At the conclusion of the Annual General Meeting the Chairperson shall convene and hold a committee meeting to take place immediately for the purpose of electing officers as necessary and any other business.

13. Committee members shall be elected by the members at the Annual General Meeting.

14. No alterations of the rules may be made except at the Annual General Meeting or at an Extraordinary General Meeting called for this purpose. No alterations or amendments shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity of law.

15. The Honorary Treasurer shall keep an account of all income and expenditure and have them independently assessed, and submit them at the A.G.M. The Bank Account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:

- a) Chairperson
- b) Treasurer
- c) Secretary
- d) Charity Trustee

16. Under this Constitution the Association can be dissolved by the vote of a simple majority of the members.

Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association, but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable in law.

17. The Association shall take out Public Liability Insurance to cover all its meetings and activities.

18. That any matter not provided for in the Constitution shall be dealt with by the Committee whose decision by a simple majority vote shall be deemed final. In the event

of an equal vote, the Committee by a simple majority vote can call an Extraordinary General Meeting to decide the matter.

19. The Head Teacher shall have the ultimate decision on all educational matters.

20. Seven members of the Association shall constitute a quorum at the A.G.M. and any Extraordinary General Meeting.

*Adopted with amendments at the A.G.M.
held on the 19th November 2019*

I certify that this is a true copy of the Constitution of Flax Bourton School Association,
- which was formally adopted at the Annual General Meeting held on November 19th 2019

Ms Lisa Campbell
Chairperson