

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 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.

3. Terms of Reference

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

4. Membership

Membership may include 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 in Pocklington School. The rest of the Committee will consist of a minimum of 12 current parents and at least one member of staff; from these will be found the Treasurer and Secretary.

5.2 The Officers and the Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.

5.3 Six members will constitute a quorum. The Chairman, or in their absence, the Vice- Chairman or, in their absence, another member of the Committee nominated by the members present will chair each meeting.

5.4 The Committee shall have the power to make co-options.

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 Association and nominations may be made any time prior to the commencement or during the AGM.
- 5.8 Vacancies on the Committee, including officers, can be filled by co-option until the next AGM.
- 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 will be held in the first half of the Michaelmas Term each year.
- 6.2 At the AGM, the chair will be taken by the Chairman or, in their absence, the Vice-Chairman or, in their absence, another member of the Committee nominated by the members present will chair each meeting.
- 6.3 Special General Meetings may be called at the written request of a minimum of ten members.
- 6.4 Thirty days notice shall be given of any Special General Meeting to all members of the Association.

7. Accounts

- 7.1 The books and accounts will be audited annually by the School Accountant.
- 7.2 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.
- 7.3 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 Association will be supported by the Foundation as follows:

- 8.1 Members 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 Association.
- 8.3 Audit accounts in accordance with instructions from the Association Treasurer.
- 8.4 Within capacity, administrative support to the Friends and support to functions on a break-even basis.

9. Dissolution of the Association

The Association 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 Association 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 assents can be given to some other charitable purpose.

Signed
Chairman of Association

Signed
Headmaster

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Date.....

Date.....