



Constitution of the Friends of Lady Margaret Primary School

1. Name

1.1. The name of the association shall be the “The Friends of Lady Margaret Primary School”.

2. Aims

2.1. The aims of the association shall be:

2.2. To promote co-operation and extend relationships between parents/carers/friends of any child attending Lady Margaret Primary School, school staff and ex-pupils.

2.3. To engage in activities which support the school and enhance the education of pupils attending.

2.4. To offer assistance and support to school staff in all school activities, where applicable

2.5. To raise funds for the use of the school

2.6. To discuss and consider applications put to the association from pupils, parents and school staff and to grant funds to support such applications where the request is passed by the majority of the Friends of Lady Margaret Primary School.

3. Membership

3.1. Membership shall be open to all school staff and the parents/guardians/friends of pupils attending the school and ex-pupils.

4. Organisation

4.1. The Association shall be non-political.

4.2. The Friends of Lady Margaret Primary School will consist of parents/guardians, ex-pupils, members of school staff and other person wishing to offer appropriate support or help to the School and who is accepted by the Committee as a member.

4.3. Office bearers will consist of Chairperson, Vice –chair, Treasurer, Secretary

4.4. Office bearers will be elected annually at the Annual General Meeting

4.5. Retiring members will be eligible for re-election

- 4.6. The business of the Friends of Lady Margaret Primary School and its property shall be vested, managed and administered by a committee consisting of the office bearers, parents and members of the school staff, to a maximum of 10 members. Voting will consist of one vote per member attending the meeting and proxy voting is not permitted. The Chairperson shall have the casting vote.
- 4.7. Each member of the Friends of Lady Margaret Primary School shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have the deciding vote which shall be used only in the event of a tie.

5. Meetings

- 5.1. Friends of Lady Margaret Primary School meetings will be held at least once per term
- 5.2. Sub-committee meetings will be held as required
- 5.3. The Annual General Meeting will be held in September of each year
- 5.4. 5 shall be the number required for a quorum
- 5.5. In the event of a tied vote, the Chairperson shall have a casting vote
- 5.6. The Friends of Lady Margaret Primary School shall have the power to appoint sub-committees where appropriate.
- 5.7. Special general meetings may be called at the written request of a minimum of 8 members.

6. Finance

- 6.1. Friends of Lady Margaret Primary School finances shall be managed by a Treasurer who will be appointed annually at the Friends of Lady Margaret Primary School Annual General Meeting.
- 6.2. All monies collected and managed by the Friends of Lady Margaret Primary School will be held in an appropriate bank account in the name of the association.
- 6.3. There shall be three nominated signatories who shall normally be the Friends of Lady Margaret Primary School Chairperson, Treasurer and one other designated person.
- 6.4. No cheque will be passed for payment until it has been signed by a minimum of two of the three nominated signatories.
- 6.5. At no time should any cheque be signed until all other details have been completed.

- 6.6. All transactions must be adequately documented with appropriate receipts and/or written explanations. All transactions must be recorded in the Friends of Lady Margaret Primary School Accounts Book.
- 6.7. Funds may be spent as agreed to pursue the aims and objects of the Friends of Lady Margaret Primary School
- 6.8. Money taken at any Friends of Lady Margaret Primary School event shall be counted by two committee members one of whom shall normally be the Treasurer. A written statement of the amounts involved will be kept. Money should be banked within the second working day after any event.
- 6.9. The Treasurer shall be responsible for keeping account of all income and expenditure and will present a financial report at every Friends of Lady Margaret Primary School Meeting.
- 6.10. The Friends of Lady Margaret Primary School accounts will be available for scrutiny at all Friends of Lady Margaret Primary School Meetings and at other times by arrangement with the Treasurer.
- 6.11. Accounts will be closed on 31st March of each year.
- 6.12. These accounts will be audited by an appointed auditor
- 6.13. An annual statement of account will be presented by the Treasurer for approval by the members at the Friends of Lady Margaret Primary School Annual General Meeting.
- 6.14. Should it be necessary to wind up the affairs of the Association, any remaining funds will be donated to Lady Margaret Primary School.
- 6.15. Alterations to the Constitution
- 6.16. No alteration shall be made to the constitution except at an Annual General Meeting or Extraordinary General Meeting, such proposed changes being specified in the notice calling the meeting. Changes can be approved by a simple majority of those attending.

Adopted by Friends of Lady Margaret Primary School – 25th January 2018