



Friends of Dingwall Primary Constitution (Amended 4th October 2006)

Name: Friends of Dingwall Primary School

Aims

- To promote close co-operation and communication between parents and teachers
- To study and discuss matters of mutual interest relating to the education and welfare of pupils
- To engage in activities which support and advance the education of the pupils attending the school and nursery
- To assist in the provision of materials and facilities not normally provided by Highland Council

Powers

The association will have the power to do anything considered by the committee to be in furtherance of the aims.

Membership

All parents, guardians, grandparents and other relatives of children attending Dingwall Primary School shall be eligible for membership and the Head Teacher of the school, or the Head Teacher's representative, shall be eligible for membership as an ex-officio member.

General Meetings

The Annual General Meeting (AGM) shall be held in October each year. The notice calling the meeting shall be noted and/or sent to members at least two weeks in advance.

The Business shall include:

- The work of the committee
- Approval of the accounts
- Appointment of the auditor
- Any resolutions submitted by members
- Election of office bearers and members to serve on the committee

At all general meetings voting shall be on the basis of one vote per member present at the meeting. Nominations for office bearers shall be proposed and seconded by separate individuals.

In the event of a prospective nominee being unable to attend the AGM they must signify in writing their willingness to be elected.

At all general meetings the quorum shall consist of a minimum of two office bearers and 3 committee members.

Any member of the committee shall have the power to call an Extraordinary General Meeting.

The Committee

The business of the association shall be managed by a committee of no less than five members, two of which shall be office bearers.

Members of the committee shall be appointed at the AGM (or at other times with the agreement of a quorate committee). Members shall be elected for a one year term and be eligible for re-election.

An invitation to attend meetings shall be extended to other staff/parents when they have an interest in the business proposed for discussion.

A representative from the Pupils' Council shall be invited to attend one meeting each term.

Office Bearers

These will be Chair, Vice Chair, Secretary and Treasurer and such others that may be required.

The committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted members shall retire along with the other members at the AGM but shall be eligible for re-election.

A member of the committee failing to attend three consecutive meetings may be deemed to have retired from the committee.

Meetings of the committee shall be held once each month during term time (or as required). At all meetings of the committee five of its members, at least two of whom are office bearers, shall form a quorum.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The chair shall have both a deliberative and casting vote. The Chair's casting vote shall only be used in the event of a tie.

The secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available to all members of the association.

Finance

The funds of the association shall be logged at a bank or building society in the name of the association. Cheques shall be drawn or withdrawals made against the signatures of two named office bearers (one of which shall be the treasurer).

The treasurer shall be responsible for keeping accurate records of the financial transactions of the association. The books shall be brought to balance six weeks before the AGM and the accounts shall be inspected by a qualified person appointed at the previous AGM by the committee members.

The committee shall be responsible for ensuring that all property/money received by/for the association shall be applied for the aims of the association.

Changes to the Constitution

Changes or additions must be made at an AGM or an EGM called for that purpose. The proposed changes shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

Dissolution

In the event that the association ceases to exist any remaining funds should be distributed for the benefit of the children at the school.