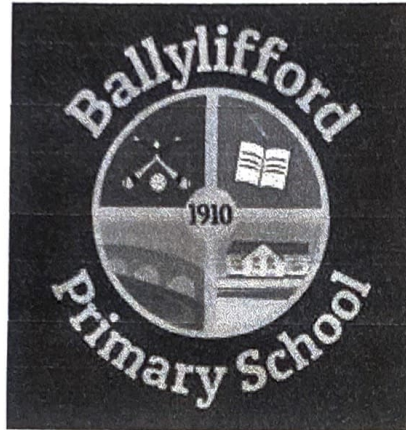


Friends of



Constitution

1. Title

The committee shall be known as the Friends of Ballylifford (FOB) Primary School.

2. Aims

The aims of the FOB are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the education authority).

This includes:-

- a) promoting close co-operation and communication between parents and teachers
- b) studying and discussing matters of mutual interest relating to the education and welfare of pupils
- c) engaging in activities which support and advance the education of the pupils attending the school, including fund raising and after school activities
- d) consider applications for funds put to FOB from parents, teachers and Pupil Council and granting funds to support such applications where the request is passed by a majority of the Committee.

3. Membership

The Members of FOB shall comprise of parents or guardians of children attending the school and a teacher representative (normally the Principal).

FOB operate as a separately constituted organisation separate from the school.

4. Powers of the FOB Committee

The Committee have the power to do anything to be in furtherance of the aims.

This includes the power:-

- a) to raise funds and invite and receive contributions in furtherance of the aims of the Committee
- b) to purchase, retain and sell any assets of any description
- c) to pay from the funds of the Committee all the proper costs and expenses incurred by establishing and administering the charity status.
- d) to reimburse themselves out of the funds of the Committee for costs created in the performance or exercise of their duties and powers
- e) to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the Committee, required for the carrying out of the purposes of the Committee.
- f) to establish and operate an account with banks in the name of FOB provided that cheques drawn on such accounts shall not be signed by less than two members of the General Committee

5. Office Bearers

- A. The President (the Principal of the School)
- B. Chairperson
- C. Vice Chairperson
- D. Secretary
- E. Vice Secretary
- F. Treasurer
- G. Vice Treasurer
- H. Committee members

The Office Bearers of the Association shall consist of:

The General Committee of the FOB may appoint other Office Bearers from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the AGM. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer's position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be made available to anyone who requests them.

6. General Committee

The business of the Association shall be managed by a Committee of no more than 15 members, consisting of parents and 1 teacher (usually the Principal).

Members of the Committee shall be appointed at the AGM. They shall be elected for a period of 1 year or until the next AGM should they join mid-term. Members can serve a consecutive term if they are willing to do so.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Meetings of the FOB Committee shall be held as required during term time. At all meetings a third of the Committee Members are required to be present and 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 Chairperson shall have the deciding vote which shall be used only in the event of a tie.

7. Annual General Meetings

The Annual General Meeting (AGM) shall be held in September or October each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:-

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) receipt of reports of the Office Bearers
- d) election of members to serve on the Committee
- e) discussion of motions received

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings the quorum shall consist of no less than 5 members of the Association.

The Committee, on submission of a formal written request, shall have the power to call an Extraordinary General Meeting (EGM).

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

8. Finance

Funds of FOB shall be lodged in a bank, building society or other account in the name of the Association. Withdrawals will be made against the signatures of two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall run school year - 1st September to 31st August. The accounts shall be reviewed annually by the treasurer appointed at the previous AGM by the 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.

9. Alterations to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present. No change can be made that would make the organisation no longer a charity. A copy of the amended constitution and resolution adopting the changes must be sent to the Charity Commission for Northern Ireland

10. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 5 members of the Association voting in person plus the President of the Association. Any remaining funds should be distributed for the benefit of the children at the school.

Approved by committee on 14th September 2022

Signed:.....*Brenda Mc Ivor*.....

Position:.....*CHAIRPERSON*.....