

# FRIENDS OF GUILDFORD HIGH SCHOOL

REGISTERED CHARITY NO 280369

CONSTITUTION UPDATED: NOVEMBER 2011

## 1. NAME:

The Association shall be called 'The Friends of Guildford High School'

## 2. AIMS AND OBJECTIVES:

To advance the education of pupils attending Guildford High School by assisting in the provision of facilities for education at the school in furtherance of which the Association may engage in any activities which support the school and promote the welfare of pupils attending.

It shall be no part of this Association's function to direct the running of the School, its method of teaching or its staff.

## 3. MEMBERSHIP:

Membership of the Association shall be open to:

- a) Parents (which term shall include Guardians) of past or present pupils of the school
- b) Past and present members of staff of the school
- c) Past and present members of the Local Committee
- d) Former pupils of the school
- e) Other persons, who in the opinion of the Committee, should be admitted to membership; the number of such persons shall not at any time exceed 10% of the total members of the Association.

## 4. MEMBERSHIP FEES:

There shall be an annual subscription of an amount to be determined by the Committee and approved at the Annual General Meeting. The subscription shall be payable by the end of the autumn term. Failure to pay the subscription before the end of the Association's financial year shall automatically terminate membership.

## 5. OFFICERS:

The officers of the Association shall be:

- 1) The Chairman (who at the time of his or her election shall be a parent of a present pupil)
- 2) The Honorary Secretary
- 3) The Honorary Treasurer

## 6. MANAGEMENT:

I) As far as is practicable, the committee of the Association shall consist, as a minimum, of:

- a) The officers of the Association
- b) Two parents whose children are pupils of the Junior School
- c) Three parents whose children are pupils of the Senior School
- d) The Headmistress
- e) The Headmistress of the Junior School
- f) Two members of the teaching staff to be nominated by such staff
- g) A member of the Old Girl's Association, if one is nominated by the Association
- h) Two further members (subject to paragraph II below)

II) A majority of the Committee shall be parents of present pupils

III) The Committee shall have powers to co-opt members, to form sub-Committees to sponsor specific functions or activities and also to fill vacancies occurring during the year

IV) A quorum shall consist of six members of the Committee. Voting in the Committee shall be by a show of hands. The Committee shall meet at least once a term.

## 7. ELECTION AND APPOINTMENT OF THE COMMITTEE:

The officers and members of the Committee (other than nominated members) shall be elected by ballot at the Annual General Meeting in each year. Nominations shall be invited in the notice calling such a meeting and at the meeting itself.

No member may hold office of Chairman for more than two successive years or the office of Honorary Secretary or Honorary Treasurer for more than five successive years. No person, other than the Headmistress and Headmistress of the Junior School, shall be a member of the Committee for more than three successive years except as an Officer.

## 8. ANNUAL GENERAL MEETING:

The Annual General Meeting shall be held in the Autumn Term. Twenty-one days written notice of the Meeting shall be given to all members. At the Annual General Meeting the following business shall be conducted:

- a) The presentation of the Chairman's Report
- b) The presentation and approval of the Accounts of the previous financial year as audited
- c) Approval of the subscription
- d) The election of the Officers and Committee
- e) The election of the Auditors

## 9. EXTRAORDINARY GENERAL MEETING:

An Extraordinary General Meeting may be called

- a) At the discretion of the Committee, or

- b) By written request to the Honorary Secretary, stating reasons and signed by no fewer than 30 members of the Association

The Secretary shall be required to call such a meeting within seven days of receiving the request. He shall give twenty-one days written notice to all members stating the purpose for which the meeting is called.

#### 10. VOTING:

At all meetings of the Committee and of the Association every member, including the Chairman, shall have one vote and in the case of equality of votes the Chairman shall have a casting vote.

#### 11. CONSTITUTION:

At any such meeting, a two-thirds majority of those present must be obtained for any changes to be made to the Constitution. No provision of this Constitution shall be made, altered or rescinded except at a General Meeting. The written notice for which specifies the proposed amendment. The quorum for such a meeting shall be thirty members. No alteration shall be made to the objects clause or dissolution clause, which would cause the Association to cease to be a charity by law.

#### 12. FINANCIAL YEAR:

The financial year shall be from 1<sup>st</sup> September to 31<sup>st</sup> August. All Accounts of the Association shall be audited annually.

#### 13. FUNDS:

All funds raised by the Association shall be for the benefit of Guildford High School and shall be allocated at the discretion of the Committee by agreement with the school. All funds shall be put into a bank account in the name of the Association and cheques shall be signed by any two officers. The Treasurer is authorised to establish an internet banking account and payments authorised by two officers.

#### 14. DISSOLUTION:

The Association may only be dissolved by a two-thirds majority vote at the General Meeting of which 21 days written notice has been given to all members.

Assets remaining on dissolution of the Association, after satisfying any outstanding debts, shall not be distributed amongst the members of the Association but shall be given to the school for the benefit of the children of the school in any manner which is exclusively charitable at law.

#### 15. OTHER MATTERS:

Any matter not covered by the above Constitution shall be referred to the Committee whose decision shall be final.