



Lavendon School Association

Constitution

c/o Lavendon School, High Street, Lavendon, Bucks, MK46 4HA

Registered Charity Number: **296830**

NAME:

The Association shall be known as the Lavendon School Association (or LSA), hereinafter called "THE ASSOCIATION".

OBJECTIVES:

The aim of the Association is to raise money in order to enhance the educational experience of the pupils of the School:

- by assisting in the provision of facilities for education at the School that cannot be covered by the School budget;
- to provide funds to subsidise educational trips for pupils.

MEMBERSHIP:

Membership is open to all parents or carers of pupils at Lavendon School, past, present or future, and others associated with the School.

COMMITTEE:

- a. A Committee elected annually shall manage the Association. The Officers of the Committee shall be elected at the A.G.M. to serve for the ensuing 12 months, when all officers of the Committee shall stand down and be nominated for re-election for a maximum of 7 years. Election as Officer of the Committee shall be restricted to parents or carers of children currently at the School or due to start during the year in post.
- b. The Committee shall consist of a Chair, Vice-Chair, Secretary and Treasurer. These roles can be shared jointly and in addition up to 3 Committee members can also be elected.
- c. The Committee shall have power to appoint persons to fill vacancies on the Committee as such vacancies arise (and to co-opt not more than 3 additional Committee members) who shall resign at the next Annual General Meeting.

MEETINGS:

- a. An A.G.M. shall be held every year during the month of June. Not less than 14 days' notice of the meeting shall be given. Any persons wishing to submit any matter for discussion shall give not less than 7 days' notice to the Secretary.
- b. The main business of the A.G.M. should be as follows:
 1. To hear the Minutes of the previous A.G.M.
 2. To receive an Annual report from the Chairman.
 3. To adopt the accounts of the Association.
 4. To receive any proposals or amendments to the Constitution.
 5. To elect the members of the Committee.
- c. The quorum at all A.G.M.'s shall be 5 members (including one officer) or 1/10th of families, whichever is the greater.

- d. All officers of the Committee and all members of the Association present at the A.G.M. shall be entitled to one vote and the Chair shall have a casting vote.
- e. The Committee should hold a general meeting once a term as a minimum during the School's term times, at which three members (including two officers) shall form a quorum of the Committee.
- f. The Committee shall be notified of any decisions requiring votes for resolution via email requiring 3 members including 2 officers to form a quorum.
- g. A Special General Meeting may be called at any time at the request of the Committee, or not less than one quarter of the membership. A notice explaining the place, date, time and reason shall be sent to all members two weeks beforehand.
- h. Proposals to change the constitution must be given in writing to the secretary before an Annual General Meeting and approved by a two thirds majority of those present and voting.

FINANCE:

- a. The Committee shall cause the Treasurer to keep accounts of all monies belonging to the Association. The Accounts shall be audited annually by an independent suitably-experienced person agreed by the Committee and presented at the A.G.M. of the Association.
- b. The financial year of the Association shall end on 19st July in each year and the Accounts shall be balanced to that date.
- c. A bank account shall be held in the name of the Association. The funds of the group including all donations, contributions and bequests, shall be paid into this account. Cheques shall be signed by any two of the following:
- Chairman
 - Treasurer
 - Secretary
- d. The funds belonging to the group shall be applied only to further the aims of the group.
- e. A current record of all income, funding and expenditure will be kept.

DISSOLUTION:

Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association, but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable at law. If and in so far as effect cannot be given to this provision, then to some other charitable purpose.

Adopted at the Annual General Meeting of the above charity, held in the school hall of Lavendon School, High Street, Lavendon, Bucks, MK46 4HA on Monday 25 June 2018

SIGNED BY CHAIR _____

DATE:

PRINTED NAME _____