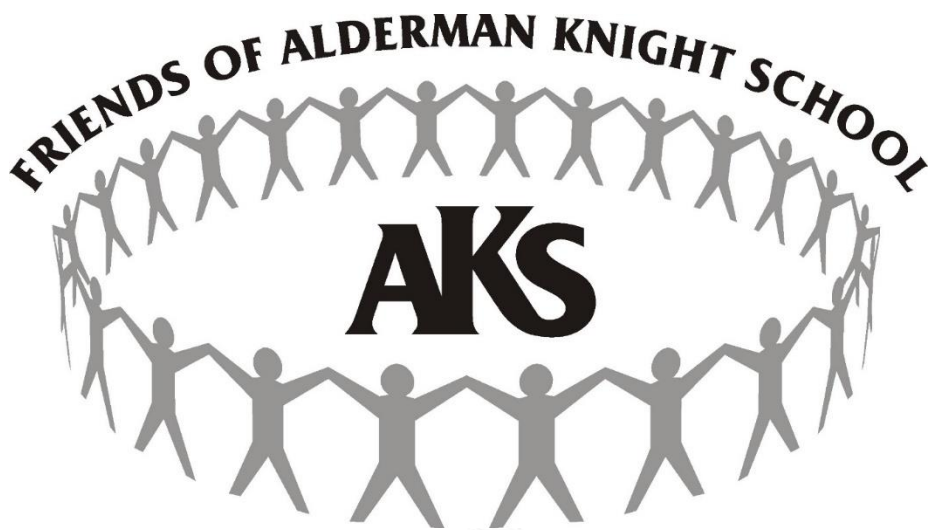


**Constitution Document for
The Friends of Alderman Knight School
Charity Number: 1028866**

*This document may be made available to the public and persons outside
of The Friends of Alderman Knight School as part of compliance with
The Freedom of Information Act 2000*



**Alderman
Knight
School**

BACKGROUND

Alderman Knight is a very successful and well-established special school for children aged 7 to 19 with moderate and additional learning difficulties, complex needs and Autistic Spectrum Disorders (ASD). The majority of our pupils live within the Tewkesbury and North Cotswolds area, but the school is also able to take pupils from outside the local area as the need arises.

The school buildings provide a carefully designed learning environment for our pupils, allowing them to access amazing facilities across the school, from specialist classrooms including a life skills flat, to a sensory room and outdoor play equipment. The site was completely redeveloped in May 2013. The school has been further developed over recent years, with the addition of our Post-16 Centre in 2016 and Knight View in September 2021.

The Friends of Alderman Knight School was adopted as a registered charity on 12th November 1992, with its constitution further amended on 7th October 1993 (see Appendix 1).

It is the sole charity associated with Alderman Knight School in Tewkesbury, Gloucestershire. The money that The Friends of Alderman Knight School fundraises is used to enhance the learning environment and provide extra-curricular opportunities for its pupils and their families.

The following constitution document has been amended at the Annual General Meeting (AGM) on 14th October 2023. The reason for this update is to comply and act within legal frameworks to ensure that the correct governance procedures are followed at all times by members, committee members and trustees, and to modernise the document which has not been updated for around 25 years.

Chair at the time of Annual General Meeting

Full Name – Janet Davies

Occupation – Pastoral

Signature – J. Davies

On – 14/10/23

Witnessed at the time of Annual General Meeting

Full Name – Hannah Silverthorn

Occupation – Assistant Headteacher

Signature – H Silverthorn

On – 14/10/2023

Constitution Document For **The Friends of Alderman Knight School**

SECTION 1 – ASSOCIATION DETAILS

- 1.1 The association will operate under the heading of 'Friends of The School' and will be registered under the charities commission for charitable purposes.
- 1.2 Association name in full: '*The Friends of Alderman Knight School*'
Charity number as registered under the Charities Commission: 1028866
- 1.3 The above association is registered as the official charity of:
Alderman Knight School
With the registered school address of:
Alderman Knight School
Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ
Email: *friends@aldermanknight.gloucs.sch.uk*
- 1.4 All correspondence with 'The Friends of Alderman Knight School' will go through the registered school address as stated above, unless the committee feels that the correspondence warrants being directed to another address, for example, but not limited to, financial management and out of school hours deliveries.
- 1.5 'The Friends of Alderman Knight School' will also ensure that at any given time it holds the correct Public Liability and Personal Accident Insurance to cover any meetings or activities it runs or attends.
- 1.6 The minimum number of committee members will be 3, consisting of at least:
 - 1.6.1 Chair and/or vice-chair – To chair meetings and act as a representative of 'The Friends of Alderman Knight School' when needed or called upon
 - 1.6.2 Honorary Treasurer – To control the bank account and any financial work that 'The Friends of Alderman Knight School' does in carrying out its charitable work
 - 1.6.3 Honorary Secretary – To provide secretary support to the committee, in terms of minutes, letters and liaison with other individuals/organisations

SECTION 2 – PURPOSES

The objectives in relation to 'The Friends of Alderman Knight School' are:

- 2.1 To provide and assist with the provision of such facilities or items for education for the school that are not provided from statutory funds that the committee see will benefit the pupils that attend the school at any given time.
- 2.2 To engage in any such activities that support the school to advance the education of the pupils that attend the school.
- 2.3 This can be in the form of physical items, attendance of committee members, and financial support when needed.

SECTION 3 – POWERS

The committee members/trustees have the following powers which may be exercised in promoting The Friends of Alderman Knight School's charitable purpose;

- 3.1 To provide advice in relation to The Friends of Alderman Knight School at any given time.
- 3.2 To publish or distribute information, minutes, and letters that it sees necessary at any given time, whether in the form of formal documents, emails, or verbal communication.
 - 3.2.1 This includes, but is not limited to, ensuring information is available to the committee, the school, members and any individual/organisation that needs information at any given time, including from a Freedom of Information request.
- 3.3 To cooperate with other bodies as detailed above in section 3.2.
- 3.4 To raise funds, but not through means of permanent trading. This will consist of at least two fetes a year, one in the summer and one at Christmas, and by any other fundraising that the committee decides to do over the course of the year.
 - 3.4.1 Unless due to circumstance beyond the committee's control they are unable to carry out the fetes as stated in 3.4, which must be documented at the time with reasoning.
 - 3.4.2 To carry out and attend any other fundraising events/activities that the committee feel are relevant.
 - 3.4.3 When carrying out any fundraising activities 'The Friends of Alderman Knight School' will ensure that it has public liability insurance in place as details in 1.5.
 - 2.4.4 Any outside stall holders that attend the summer or Christmas fetes hold sufficient insurances as detailed by the charity insurance company and supply evidence of this to the charity to keep on record.
- 3.5 To acquire and hire property at any time to facilitate fundraising or other activities/events related to The Friends of Alderman Knight School.
- 3.6 To award financial grants that are asked of the committee by individuals or a group of individuals within the school. Such requests can be documents with costing/expenditures required which will be overseen by the treasurer. Invoices for any items purchased and then reimbursed, or directly bought by the association will be retained as proof of financial support given.
- 3.7 To set aside funds for special purposes or reserves to set against future expenditure or fundraising goals.
- 3.8 To deposit or invest funds in a lawful manner only after obtaining advice from an independent financial expert and having ensured that any such investments are not related to any criminal activity and are sustainable businesses.
- 3.9 To take out Public Liability and Personal Accident Insurance to cover association meetings, activities, committee members/trustees, to insure 'The Friends of Alderman Knight School' property or school property against any foreseeable risk, and to take out other insurance policies to protect the association as and when required.
- 3.10 To employ paid or unpaid staff, advisors or agents as needed, especially when needed for legal purposes.
- 3.11 To enter into contract to provide services to or on behalf of Alderman Knight School or another organisation or body.

- 3.12 To pay any cost associated with continuing to remain as 'The Friends of Alderman Knight School' and with charitable status, including insurances as detailed in section 3.9
- 3.13 To obtain and pay for goods/services in relation to 'The Friends of Alderman Knight School' in order to carry out the above objectives and in relation to section 3.6.
- 3.14 To consult with parents, staff, governors, and other stakeholders of 'The Friends of Alderman Knight School' and to act upon any advice or feedback received.
- 3.15 To open and operate bank and other accounts as the committee members/trustees consider necessary, to be overseen by the Honorary Treasurer.
- 3.16 To do anything else within law that promotes the objects of 'The Friends of Alderman Knight School', however the committee shall not undertake any activities in/on school premises without the prior consent of the Head Teacher.

SECTION 4 – MEMBERSHIP

Members of 'The Friends of Alderman Knight School' are:

- 4.1 Any parents, carers, or guardians of any child that attends Alderman Knight School are automatically members of 'The Friends of Alderman Knight School' from the moment that child is registered as being at the school until the time the child leaves the school for whatever reason.
- 4.2 Any teaching staff or individual on the payroll of the Alderman Knight School from the time their employment commences to when it ceases.
- 4.3 Any Governor who is officially detailed as a Governor of Alderman Knight School during their tenure in this position.
- 4.4 Any individual over the age of 18 that wishes to support 'The Friends of Alderman Knight School' or 'Alderman Knight School' in any capacity. They should inform the committee of their decision to be on the membership.
- 4.5 Membership can be terminated –
 - 4.5.1 As stated in 4.1, 4.2 and 4.3.
 - 4.5.2 In the case of 4.4 resignation would need to be in the form of written notice or verbally at a meeting.
 - 4.5.3 If the committee members/trustees have good reason, regardless of whether or not this is at the request of the governing body or the Head Teacher, to exclude any person from membership or attendance at an event, whose presence or support of the school is deemed a danger to the school or its pupils or staff, or might bring 'The Friends of Alderman Knight School' into disrepute.
 - 4.5.4 With Section 4.5.3 the removal is not effective until the member concerned has been notified in writing and has been given the right to respond within 14 days.

SECTION 5 – THE COMMITTEE

- 5.1 As stated previously the minimum number of committee members shall be three elected officers in order for 'The Friends of Alderman Knight School' to run and retain its charitable status.
 - 5.1.1 The three elected officers will be

- Chair
 - Honorary Treasurer
 - Honorary Secretary
- 5.1.2 If applicable, there may also be a Vice-Chair in addition to the minimum stated above.
- 5.1.3 The Head Teacher of the school will automatically be a co-opted member of the committee and will therefore be excluded from the above due to their status of Head Teacher.
- 5.2 The maximum amount of committee members for 'The Friends of Alderman Knight School' shall be set at 16.
- 5.3 All committee members are trustees of the charity and have control of 'The Friends of Alderman Knight School', its property, and funds.
- 5.3.1 At least the three elected officers (and the Vice-Chair where this role has been appointed) will be named on the Charity Commission register as legal trustees
- 5.4 Committee members/trustees shall be elected at the Annual General Meeting (AGM).
- 5.4.1 They shall hold office from the 1st of January to the 31st of December of the calendar year which follows the AGM.
- 5.5 All committee members/trustees, except those co-opted onto the committee, will need to be members of 'The Friends of Alderman Knight School'.
- 5.6 Committee members/trustees shall have the power to co-opt committee members at any time and these individuals will serve until the next AGM.
- 5.7 The number of co-opted committee members must not exceed 50% of the total number of committee members.
- 5.8 Nominations for elected positions of the committee must be made by a member of 'The Friends of Alderman Knight School' and seconded by another member. Such nominations must also have the consent of the nominee before the election. Nominations may be made before the AGM, in writing to the Chair, or at the AGM, where any member present may also put themselves forward.
- 5.9 A committee member/trustee (whether elected or co-opted) automatically ceases to be a committee member/trustee if they –
- 5.9.1 Are disqualified under section 178 of the Charities Act 2011.
- 5.9.2 In the written opinion, given to the charity, of a registered medical practitioner treating that person, have become physically or mentally incapable of acting as a trustee and may remain so for more than three months.
- 5.9.3 Are absent for three consecutive meetings of the committee without prior notification to the Secretary.
- 5.9.4 Cease to be a member of 'The Friends of Alderman Knight School' as detailed in Section 4.
- 5.9.5 Resign by written notice to the committee, but only if three other committee members remain in office.
- 5.9.6 Are removed by a resolution passed by a majority of other committee member/trustees or members – this is not effective until given in writing to the individual and they have the right to respond within 21 days.
- 5.10 All committee members/trustees shall be entitled to reimbursement of reasonable out of pocket expenses (including hotel and travel costs) that have

been incurred in the administration of 'The Friends of Alderman Knight School' or its events.

SECTION 6 – GENERAL MEETINGS (ANNUAL & EXTRAORDINARY)

- 6.1 All members and committee members/trustees are entitled to attend any General Meeting of 'The Friends of Alderman Knight School' that is called.
- 6.2 All members must be given 28 day's written notice of all General Meetings that are held. This must include the specific date, time and venue of the General Meeting, as well as an overview or agenda if applicable.
- 6.3 The General Meeting must be carried out at the registered address for 'The Friends of Alderman Knight School' as stated in Section 1.
 - 6.3.1 When this is not able to happen for safety reasons then the meeting will happen on a virtual platform (to a secure level) or other appropriate place agreed by the committee and open to all members.
 - 6.3.2 It must be clearly documented in the official documents/minutes of the meeting to the reason(s) why the meeting has not been held at the registered address.
- 6.4 A General Meeting will be quorate when the total number of members present is double that of the elected officers that are named in order for the charity to exist.
 - 6.4.1 Therefore 3 other members or committee members must be present at a General Meeting.
- 6.5 The Chair (or Vice-Chair) will be in charge of proceedings at the General Meeting, unless it is agreed at the meeting and explained why the Chair or Vice-Chair is not chairing or why it is deemed necessary for another officer to chair the proceedings.
- 6.6 Every issue at the General Meeting will be decided on a simple majority of votes cast by members at the meeting. The only exception to this is that the Chair will have a second or casting vote where there is an equal divide.
- 6.7 At an Annual General Meeting (AGM) members will:
 - 6.7.1 Receive the accounts for 'The Friends of Alderman Knight School' for the previous financial year. Which as stipulated by the charity commission is 1st January to 31st December.
 - 6.7.2 Receive the report from the Chair or committee members of 'The Friends of Alderman Knight School' activities since the last AGM.
 - 6.7.3 Elect committee members into officer roles which need to be nominated and seconded by another member, with the consent of the nominated individual. These can be made prior to the meeting in writing to the current Chair, or during the AGM itself.
 - 6.7.3.1 The election of positions will be for:
 - Chair
 - Honorary Treasurer
 - Honorary Secretary
 - 6.7.3.2 There can also be an election for a Vice-Chair, should the committee feel that it is relevant or wanted.
 - 6.7.3.3 The terms of office for those elected will be from the 1st of January to the 31st of December of the calendar year which follows the AGM. This is to enable a handover from the current to incoming officers if needed.

- 6.7.4 Appoint other committee members. These can be self-nominated or co-opted by elected officers. They must be agreed by the current committee.
- 6.7.5 Appoint an independent examiner or auditor for 'The Friends of Alderman Knight School' if needed or for charity returns.
- 6.7.6 If desired, confer on any individuals (with their consent) the honorary title of Patron, President or Vice-President of 'The Friends of Alderman Knight School'.
- 6.7.7 Discuss and determine any issues of policy or deal with any other business put before them.
- 6.8 'The Friends of Alderman Knight School' must hold an Annual General Meeting every 12 months, with no more than 15 months between AGMs.
- 6.9 The AGM should take place in October of the calendar year.
- 6.10 A General Meeting may also be called for special or extraordinary reasons, called an Extraordinary General Meeting (EGM). This can be called by committee member/trustees or by a member of 'The Friends of Alderman Knight School'.
 - 6.10.1 In the case of being called for by membership of 'The Friends of Alderman Knight School', this needs to be carried out in writing, addressed to the Chair of 'The Friends of Alderman Knight School' and have the signatures of at least 10% of the number of pupils registered at the school at the time.
 - 6.10.2 As a result, the committee must call an EGM, giving all members 28 day's written notice of the meeting. It must also be carried out within 3 months of the receipt of the request for an EGM. '
 - 6.10.3 The Friends of Alderman Knight School' will check the names of the signatures against school records of parents/pupils. This will be done in accordance with all relevant GDPR.

SECTION 7 – COMMITTEE MEETINGS

- 7.1 The committee will hold at least 3 committee meetings each academic year.
 - 7.1.1 The academic year refers to the 1st of September of one calendar year to the 31st of August of the following calendar year.
- 7.2 A committee meeting will be quorate where there is at least 3 committee members present, with at least 2 of these being elected officers. If this quorum is not met, then no decisions can be made.
- 7.3 The Chair (and in their absence the Vice-Chair) will be in charge of a committee meeting. They may hand this over for a meeting or during a meeting if they see it appropriate at the time, to another committee member.
- 7.4 Ideally the committee meetings will be conducted at the registered address of 'The Friends of Alderman Knight School' as detailed in Section 1.
 - 7.4.1 When this is not able to happen for safety reasons the meeting will happen on a virtual platform (to a secure level) or other appropriate place and open to all committee members/trustees.
 - 7.4.2 It must be clearly documented in the official documents or minutes of the meeting to the reason(s) why the meeting has not been held at the registered address.
- 7.5 Every decision made during a committee meeting will be decided by a simple majority of votes. In the case of items/resolutions on the agenda which have supporting documents that can be viewed prior to the meeting,

members/trustees not present at the meeting can vote in writing and these will also be taken into account.

7.5.1 Such votes in writing, as outlined in 7.5, must have been given in writing to one of the elected officers before the meeting, in order to be counted.

7.6 If there is an equal split in the vote, then the Chair of the meeting will have the casting vote or decision on the item/resolution.

7.7 The date of the next committee will be set at the end of the meeting to ensure that all committee members know the date of the next meeting. An agenda will be circulated to all committee members at least 7 days prior to the meeting date by the Honorary Secretary or another elected officer.

7.7.1 The committee can also decide to hold a committee meeting after a General Meeting should it so wish, but this needs to be communicated to committee members/trustees and members that are invited to General Meetings as stated in Section 6.

SECTION 8 – POWERS OF THE COMMITTEE

The following powers are available to the committee to help run ‘The Friends of Alderman Knight School’.

8.1 The committee can delegate any functions it sees fits from the committee to a sub-committee. These must consist of two or more persons appointed by the committee and one of these must already be a committee member/trustee. Any individual can be appointed by the committee under this rule.

8.2 The sub-committee will report back to the main committee on a regular basis to inform the elected officer of any developments.

8.3 Any sub-committees will be acting under the constitution of ‘The Friends of Alderman Knight School’ and be bound by its rules.

8.4 If any sub-committee members are concerned about anything, they will need to discuss their concerns with the Chair or another elected officer of ‘The Friends of Alderman Knight School’.

SECTION 9 – PROPERTY AND FUNDS

9.1 The property and funds of ‘The Friends of Alderman Knight School’ must only be used only to fulfil its charitable objects, as detailed in Section 2.

9.2 Any monetary funds will be held in a bank account under the name of ‘The Friends of Alderman Knight School’ and the Honorary Treasurer will have overall control of these to ensure that financial records are kept up to date with income and expenditure

9.2.1 The Honorary Treasurer will also have control of any physical cash that is held outside of the bank account.

9.2.2 The Honorary Treasurer or another suitable person will also be in control and responsible for the counting on money at any event that ‘The Friends of Alderman Knight School’ attends or runs.

9.2.3 The financial year will run for the 1st of January to the 31st of December of every calendar year.

9.3 Committee member/trustees can enter into contracts with ‘The Friends of Alderman Knight School’ for the provision of goods and/or services to ‘The Friends of Alderman Knight School’ or Alderman Knight School, but this cannot be direct employment of them.

- 9.3.1 In the above case, the maximum financial request needs to be set out in writing and be reasonable for the service provided.
- 9.3.2 The committee members/trustees must be satisfied that the agreement is in the best interests at the time for the charity, before entering into any agreement.
- 9.4 Whenever a committee member/trustee has a personal interest to be discussed at a meeting that committee member/trustee must:
 - 9.4.1 Declare their interest before discussion begins on the matter.
 - 9.4.2 Withdraw from that part of that meeting, unless invited to remain in order to provide information on the matter.
 - 9.4.3 Not be counted in the quorum for that part of the meeting.
 - 9.4.4 Withdraw during the vote and have no vote on the matter.

SECTION 10 – RECORDS AND ACCOUNTS

- 10.1 The committee members/trustees must comply with all requirements of The Charities Act 2011 in relation to the keeping of financial records, the audit or any independent examination of accounts, and the preparation and transmission to the Charity Commission of:
 - 10.1.1 The Annual Report relating to the last year’s activity.
 - 10.1.2 The Annual Return associated with the charity.
 - 10.1.3 Annual Statement of Accounts for the year for submission to the Charity Commission.
- 10.2 The committee must keep proper records, whether in paper or electronic form in relation to:
 - 10.2.1 All proceeding at any General Meetings.
 - 10.2.2 All proceedings at committee meetings.
 - 10.2.3 All proceeding at any sub-committee meetings.
 - 10.2.4 Any other records that relate to ‘The Friends of Alderman Knight School’ that may be needed as proof to other organisations or The Charity Commission.
 - 10.2.5 Anything relating to financial records (bank statements, invoices, etc.) must be kept for a minimum of 7 years.
 - 10.2.6 Annual reports, minutes of meetings of committees or General Meetings, and statements relating to ‘The Friends of Alderman Knight School’ must be made available –
 - 10.2.6.1 To any committee members – they will receive copies of the minutes of any committee meeting or General Meeting after the meeting, as taken by the Honorary Secretary and to be approved at the next committee meeting.
 - 10.2.6.2 To members of ‘The Friends of Alderman Knight School’ as detailed in Section 4. Members can request documents directly from ‘The Friends of Alderman Knight School’ or via the Alderman Knight School Office.
 - 10.2.6.3 Any individual or organisation who requests documents relating to ‘The Friends of Alderman Knight School’ by submitting a ‘Freedom of Information Request’.
- 10.3 The committee must notify the Charity Commission promptly of any changes to ‘The Friends of Alderman Knight School’ entry on the Register of Charities.

SECTION 11 – NOTICES

- 11.1 Notices of any General Meeting of 'The Friends of Alderman Knight School' must be given to all members and committee member/trustees in writing, with date, time and location and an agenda where available.
- 11.2 This must be carried out at least 28 days prior to the date of the General Meeting.
- 11.3 This must be done in the form of written communication, either by hand, post, electronic communication.
- 11.4 To aid distribution to membership associated with Alderman Knight School as detailed in section 4.1 and 4.3 will be handled in cooperation with the school office and in terms of section 4.2 this will be carried out via the school's email system.

SECTION 12 – AMENDMENTS

This constitution may be amended at a General Meeting of 'The Friends of Alderman Knight School' by a simple two-thirds majority of the votes cast, but:

- 12.1 Members must be given 28 days' notice of the proposed amendments.
- 12.2 No amendment that would make a fundamental change to the charitable purpose as set out in Section 2 or remove the charitable status of 'The Friends of Alderman Knight School' is valid.
- 12.3 No amendment may be made to Section 9, without the prior written consent of the Charity Commission.
- 12.4 A copy of any resolution amending the constitution at a General Meeting must be sent to the Charity Commission within 21 days of it being passed.

SECTION 13 – DISSOLUTION

- 13.1 'The Friends of Alderman Knight School' may be dissolved by a resolution presented at either an AGM or EGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying any outstanding debts and liabilities of 'The Friends of Alderman Knight School'.
- 13.2 The net assets shall not be distributed among the members or committee members of 'The Friends of Alderman Knight School' but will be given to Alderman Knight School for the benefit of the pupils of the school. In the event of the school closing any remaining funds will be given to the school which the majority of pupils will then be attending, which will be decided by the committee.
- 13.3 If it is not possible to dispose of assets as described in section 13.2, then the assets can be given to another charitable cause, provided it is within the objects of 'The Friends of Alderman Knight School'.
- 13.4 The committee members, elected officers or trustees must notify the Charity Commission promptly that 'The Friends of Alderman Knight School' has been dissolved. The committee members/trustees must comply with any request from the Charity Commission, including providing 'The Friends of Alderman Knight School's' final accounts.

Reference	Constitution Friends of
Version	Version 2
Author	Matthew Stewart
Issue Date	March 2023
Review Date	AGM 2024
Assurance Group/Individuals	The Friends of Alderman Knight School – show at committee meeting held on 10 th June 2021 Head Teacher and Business Manager of Alderman Knight School – 16 th June 2021 Senior Leadership Team for Alderman Knight School –
Approving Group	Above assurance groups at The Annual General Meeting of The Friends of Alderman Knight School 2023
Approving Details	October 2023 The Friends of Alderman Knight School AGM
Consulting Bodies	Parent Kind Friends of Alderman Knight School Committee Members Head Teacher of Alderman Knight School Business Manager of Alderman Knight School Senior Leadership Team of Alderman Knight School
Dissemination	School website
Other Relevant Documents	Original Constitution Document

Appendix 1 – Original Constitution Document

THE FRIENDS OF ALDERMAN KNIGHT SCHOOL.

THE RULES BY WHICH THE ASSOCIATION SHALL BE RUN, AS ADOPTED AT

ANNUAL GENERAL MEETING HELD ON THURSDAY 12th NOVEMBER 1992

AND AMENDED AT THE ANNUAL GENERAL MEETING

HELD ON THURSDAY 7th OCTOBER 1993.

1. The name of the association shall be 'The Friends of Alderman Knight School'
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:
 - (a) Develop more extended relationships between the staff, parents and others associated with the school.
 - (b) Engage in activities which support the school and advance the education of the pupils attending it.
 - (c) Provide and assist in the provision of such facilities or items for education at the school (not provided for from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine
3. The Association shall be non political and non sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and Committee.
5. The Association may appoint a president, and vice presidents.
6. The names of the president or vice presidents shall be submitted at the Annual General Meeting (These are usually people the Association wish to honour).
7. Membership shall consist of any parent/guardian, past or present, any teacher or any other person who may wish to assist in the efforts of the Association.
8. The management of the Association shall be vested in a Committee consisting of the following Officers:
Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and sixteen other members.
9. The officers and Committee shall be elected at the Annual General Meeting and serve until the next Annual General Meeting.
10. Seven members of the Committee shall constitute a quorum.
11. The Committee shall have the power to co-opt a maximum of two other persons.
12. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their functions provided that all acts and proceedings of any such sub-committee shall be reported to the main Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
13. Committee meetings shall be held normally once a month but at least once a term.
14. The Annual General Meeting shall be held in October. At the A.G.M., the chair shall be taken by the Chairman or in his/her absence, the Vice Chairman of the Committee.
15. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the Annual General Meeting or at the meeting itself.
16. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.

17. Two Auditors who are not members of the Committee shall be appointed annually at the A.G.M. to audit the accounts and books of the Association.
18. Special General Meetings may be called at the written request of a minimum of ten members.
19. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
20. The Honorary Treasurer shall be responsible for keeping accounts of all income and expenditure and shall present a financial report to all Committee meetings, and shall present the accounts, duly audited, for approval by members at the Annual General Meeting.
21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the officers of the Association.
22. The financial year shall commence on September 1st.
23. The funds of the Association shall be administered by the Committee in accordance with the aims of the Association.
24. Any matter not provided for in this Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
25. No alteration to these rules may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No alteration or amendment shall be made to Rules 3, 25 or 26 without the prior written permission of The Charity Commissioners. No changes shall be made which could cause the Association to cease to be a Charity in law.
26. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but shall be given to the school for the benefit of the school, or in the event of a school closure, to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision, then the assets may be given to some other charitable purpose.