

## **Constitution**

**Adopted on 2nd February 2018**

### **A. Name**

The name of the Association is Cromer Road School Association ('the Charity')

### **B. Administration**

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause G of this constitution ('the Executive Committee')

### **C. Objects**

The Charity's objects ('the objects') are to advance the education of the pupils at Cromer Road Primary School ('the school') by providing and assisting in the provision of facilities for education at the school not normally provided for by the Local Education Authority and as ancillary thereto and in furtherance of that object the Charity may:-

1. Foster more extended relationships between the staff, parents and others associated with the school; and
2. Engage in activities which support the school and benefit the pupils attending it.

### **D. Powers**

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

1. power to raise funds and to invite and receive contributions provided that in raising funds the Executive committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
2. power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
3. power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
4. power to do all such other lawful things as are necessary for the achievement of the objects.

### **E. Membership**

1. Membership of the charity shall be open to any person over the age of 18 years interested in furthering the objects and who has paid the annual subscription laid down from time to time by the executive committee.
2. All parents and carers of pupils and teachers and all other support staff are automatically members of the charity.
3. Every member shall have one vote.

#### **F. Honorary Officers**

At the annual general meeting of the Charity the members shall elect from amongst themselves a Chair, a secretary, and a treasurer, who shall hold office from the conclusion of the meeting.

#### **G. Executive Committee**

1. The executive committee shall consist of not less than 5 members not more than 7 members being:
  - a. the honorary officers specified in clause F
  - b. other members of the Charity
2. The Executive Committee may in addition appoint not more than 2 co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under the Clause J and shall take effect from the end of the that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.
3. All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
4. The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
5. Nobody shall be appointed as a member of the Executive Committee who is aged under 18 years.
6. No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing a copy of the Constitution.

#### **H. Determination of Membership of Executive Committee**

A member of the the Executive Committee shall cease to hold office if he or she:

1. is disqualified from acting as a trustee of a charity under Part 9 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision);
2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
3. is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or

4. notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

**I. Executive Committee Members not to be personally interested**

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

**J. Meetings and Proceedings of the Executive Committee**

1. The Executive Committee shall hold at least two ordinary meetings each year (in person or electronically). A special meeting may be called at any time by the Chair or by any two members of the Executive Committee upon not less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include appointment of a co-opted members not less than 21 days notice must be given.
2. The Chair shall act as Chair of any meetings of the Executive Committee. If the Chair is absent from any meeting the members of the Executive Committee present shall choose one of their number to be Chair of the meeting before any other business is transacted.
3. There shall be a quorum when at least half of the number of members of the Executive Committee for the time being are present at a meeting.
4. Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the Chair of the meeting shall have the casting vote.
5. The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings of the Executive Committee and any sub-committee.
6. The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and custody of documents. No rule may be made which is inconsistent with this constitution.
7. The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Executive Committee.

**K. Receipts and Expenditure**

1. The funds of the Charity, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such a bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Executive Committee.

2. The funds belonging to the Charity shall be applied only in furthering the objects.

#### **L. Property**

1. Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause the title to:
  - a. all land held by the or in trust for the Charity which is not vested in the Official Custodian for Charities; and
  - b. all investments held by or on behalf of the Charity;

to be vested either in a corporation entitled to act as custodian trustee or in no less than three individuals appointed by them as holding trustees. Holding trustees may be removed from by the Executive Committee at their pleasure and shall in accordance with the lawful directions of the Executive Committee provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

2. If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Charity, the Executive Committee may permit any investments held by or in trust for the Charity to be held in the name of a clearing bank, trust corporation or in any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee a reasonable and proper remuneration for acting as such.

#### **M. Accounts**

The Executive Committee shall comply with their obligations under the Charities Act 1992 (or any statutory re-enactment or modification of that Act) with regard to:

1. the keeping of accounting records for the Charity;
2. the preparation of annual statements of account for the charity;
3. the auditing or independent examination of the statements of account of the Charity; and
4. the transmission of the statements of account of the Charity to the Commissioners.

#### **N. Annual Report**

The Executive Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

#### **O. Annual Return**

The Executive Committee shall comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

#### **P. Annual General Meeting**

1. There shall be an annual general meeting in the month of September in each year or as soon as is practicable thereafter.
2. Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
3. Before any other business is transacted at the first annual general meeting the persons present shall appoint a chair of the meeting. The Chair shall be the Chair of the subsequent annual general meetings, but if he or she is not present, before any other business is transacted the persons present shall appoint a Chair of the meeting.
4. The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
5. Nominations for election of the Executive Committee must be made by members of the Charity in writing and must be in the hands of the secretary at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

**Q. Special General Meetings**

The Executive Committee may call a special general meeting of the Charity at any time. If at least 10 members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

**R. Procedure at General Meetings**

1. The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity
2. There shall be a quorum when at least ten members of the Charity are present at any general meeting,

**S. Notices**

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Executive Committee on any member either

1. personally; or
2. by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 working days of posting;
3. by email to the address registered with the school;
4. by text message to the phone number registered with the school.

**T. Alterations to the Constitution**

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members of present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
2. No amendment may be made to clause A (name of the Charity clause), clause C (the objects clause), clause I (Executive Committee members not to be personally interested clause), clause U (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.
3. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
4. The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

**U. Dissolution**

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which no less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period for the Charity must be sent to the Commissioners.

**V. Arrangements until first Annual General Meeting**

Until the first Annual General Meeting takes place this constitution shall take effect as if references in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document. This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document

Signed

-Name

Surname

Address

D. O.B.

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