



The Constitution for Friends of South Wilts Grammar School

Address: Stratford Road Salisbury SP1 3JJ
Charity Registration Number: 1004467

1. The name of the Association shall be: **Friends of South Wilts Grammar School**
2. The object of the Friends is to advance the education & wellbeing of the pupils in the school. In furtherance of this object, the Friends may:
 - a. Develop relationships more to the benefit of the families and wider school community.
 - b. Engage in activities which support the pupils and advance the education & wellbeing of the pupils attending it.
 - c. Provide and assist in the provision of items for the wider student benefit at the school in addition to providing and/or supporting such extra-curricular activities as the committee in consultation with the staff representative(s), shall from time to time determine. Final decisions to be made and agreed by the committee.
 - d. Provide and manage communication channels for the parents and/or guardians independent of the school. This will be for the sharing of information on activities, volunteering, social events, as well as direct messaging. It will be considered a safe space for parents to raise concerns or ask questions within current safeguarding practice and within the community guidelines and/or Terms & Conditions of the platform used.
3. Items, experiences, or other support that should be supplied through statutory funding will not be provided.
4. The committee shall be non-party political and non-sectarian in seeking to develop and maintain the status, freedom, interests, and traditions of the school.
5. The committee shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers, and Committee.
6. Committee roles, Chair, Treasurer, Secretary, shall be submitted for approval to the Annual General Meeting.
7. Membership, for which there shall be no charge, shall consist of all parents and/or guardians* of pupils attending the school, and may include past parents, grandparents and alumni of the school.
8. The management of the Friends shall be vested in a Committee consisting of the following Officers:

- a. Chair
- b. Vice-Chair, if appointed
- c. Secretary
- d. Treasurer
- e. 1000 Club Organiser/Administrator

The minimum required roles may be structured as Co- or primary and Vice/Assistant positions as needed. It is assumed that a Vice-Chair steps into the role of Chair at the end of the term.

Wider committee roles include, but may not be limited to:

- Events Coordinator
- Media and Communication Coordinator
- Storage Manager
- Refreshments Coordinator
- Year Group Representatives

In addition, the school staff may take up to two places as school liaison. These must be individuals named to the committee, each of whom may sit for one another. Other members of staff may be considered for the administration of a specific event by prior arrangement.

9. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.

a. The Chair and Vice Chair should not serve more than two consecutive years in each Office. Further terms may be served if re-elected by the committee.

b. No one person should hold more than one Office at one and the same time. If needed for the committee's work to continue, offices may be combined on a temporary basis with the approval of the committee.

c. If a term of office is extended as per 9.a or a position is combined as per 9.b, this decision may be taken by simple majority of those present and shall be detailed in the minutes of the meeting. This should include the new limits on term or remit as appropriate.

d. The management committee, both officers and members, shall assume the responsibilities of the Trustees of the Charity, as laid down in Charity Commission document adopted 2nd October 1991, as amended 15th November 2001, and any amendments or subsequent editions. Trusteeship shall continue either until resignation takes place between AGMs or until the beginning of the next AGM. A person being re-elected to the Committee shall re-assume Trusteeship as before.

10. Three members of the Committee, to include one Officer, shall constitute a quorum.

- a. For an Annual General Meeting and Special General Meeting, a quorum of five shall apply, to include at least two Officers.
 - b. For an ordinary meeting, if the quorum cannot be met, a simple majority vote may apply at the discretion of the chair.
11. The Committee shall have the power to co-opt a maximum of 2 persons until the next AGM, this includes the ability to fill casual posts if needed.
12. The Committee may appoint sub-committees as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee at each committee meeting, and provided further that no such sub-committee shall expend funds of the Friends otherwise than in accordance with the budget agreed by the Committee.
13. Committee meetings shall be held at least once each school term.
14. The Annual General Meeting shall be held during the Autumn Term. At the Annual General Meeting, the chair shall be taken by the Chair or in his/her absence the Vice-Chair. If no Vice or Co-chair has been appointed, the Treasurer may act as chair.
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 commencement of the Annual General Meeting (AGM).
 - a. Volunteers may self-nominate for open positions at any time in the year to be confirmed at the next AGM.
16. Auditors or independent examiners who are reasonably considered by the Committee to be competent, and who are not members of the Committee, shall be elected annually at the AGM to audit or independently examine the accounts and books of the Association. In the alternative, this condition may be met by appointing an independent firm of Qualified Accountants, as appointed by the Association.
17. Special General Meetings may be called at the written request of a minimum of ten members.
18. A Special General Meeting shall take place within 28 days of the written request, with 21 days' notice being given to all Friends members.
19. The Treasurer and Assistant Treasurer, if appointed, shall jointly be responsible for keeping account of all income and expenditure and shall present a financial report to all the Committee meetings, and to the AGM in line with clause (16) above.
20. Bank Accounts shall be operated in the name of the Friends and withdrawals shall be made on the signature of any two Officers of the Friends committee.
21. The financial year shall commence on 1st September.

22. Any matter not provided for in the Constitution and concerning the organisation and activities of the Parent's Association/Friends shall be dealt with by the Committee, whose decision shall be final.

23. Annual Report - the Committee shall comply with its obligations under the Charities Act 1993, and the Charities (Accounts and Reports) Regulations 1995 with regard to the preparation of an Annual report and its transmission to the Commissioners.

24. Annual Return - The Committee shall comply with its obligations under the Charities Act 1993 with regard to the preparation of an Annual return and its transmission to the Commissioners.

25. No alterations to this Constitution may be made except at the AGM or a Special General Meeting called for this purpose. No amendments or alterations shall be made without prior written permission of the Charity Commission and no alterations shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting (providing there is a quorum as described above). at an AGM or Special General Meeting.

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 (providing there is a quorum as described above). Such resolution may give instruction 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 Friends but will be given to the school for the benefit of the children 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 can be given to some other charitable purpose.

27. Further operational details can be found in the document "Working Arrangements", latest edition.

28. Document Change Record

Date	Edition	Changes
2021-11	FOSWGS Constitution amended Nov 21	Supersedes all previous editions.
2023-08-03	FoSWGS Constitution Vb	Updates and changes to the following paragraphs: 2c. clarification 2d. additional text on communications 2e. deleted 3. New 7 8. Updated definitions of core & wider committee, & school liaison 8-9. a. & b. additions and clarifications 8-9. c. new 8-9. d. edited for clarity 9-10 b. new 10 11. combine with para 14.

		<p>41 12. clarification; reports at each committee meeting</p> <p>42 13. clarification of 'school term', not 'term of office'.</p> <p>43 14. addition of Treasurer as stand-in chair</p> <p>44. deleted, combined with 11.</p> <p>15. new subpara a.</p> <p>45. 16 deleted repeated word.</p> <p>24. 25 addition of clause on quorum</p> <p>25. 26 addition of clause on quorum</p> <p>27. New.</p> <p>28. New, addition of change record.</p>
2023-09-10	Vc	Minor changes and updates following review by SWGS.
2023-09-30	V1	Released edition for public distribution

29. No further paragraphs.