

FLS Constitution

Name:

Friends of Lew Trenchard Primary School

Purpose of the charity:

We raise funds to purchase resources and equipment, we also fund activities that are not included in the school budget.

Trustees:

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM).

Chairperson – Tracey Hunt

Vice Chairperson – Sally Powell

Secretary – Rebecca Massey

Treasurer – Alison Harris

Annual General Meeting:

- 1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept at the AGM.
- 2) There must be at least 3 members at the AGM.
- 3) Every member has one vote.
- 4) The trustees shall present the annual report and accounts.
- 5) Any members may stand for election as a trustee.
- 6) Members shall elect between 3 and 10 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

Trustee meetings:

- 1) Trustees must hold at least 1 meetings each year. At the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
- 2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- 3) If trustees have a conflict of interest they must declare it and leave the meeting while the matter is discussed or decided.
- 4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- 5) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with the constitution of the law.

Money and property:

- 1) Money and property must only be used for the charity's purposes.
- 2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- 3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
- 4) Money must be held in the charity's bank account. All cheques must be signed by 2 trustees.

General meetings:

if the trustees consider it necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a

written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- 1) Winding up- any money or property remaining after payments of debts must be given to a charity with similar purposes to this one.
- 2) Changes to the constitution – can be made at AGMs or General meetings. No change can be made that would make the organisation no longer a charity.
- 3) General meeting – called on written request from a majority of members.
- 4) Trustees may also call a General Meeting to consult the membership.

The charity

The FLS is not registered with the Charity Commission. We are an informal group and will not advertise ourselves as a charity.

This constitution was adopted on 24/08/2018 by the people whose signatures appear below. They are the members of the charity and will be the trustees until the AGM, which must be held within one year of this date.

Signed	Print name and position
Date	
Date	
Date	
Date	