



ARK Priory Primary Academy Association

Constitution

Adopted on the _____

A. Name

The name of the Association, which is a non-political body, shall be known as the **ARK Priory Primary Academy Association**.

B. Administration

Subject to the matters set out below the **ARK Priory Primary Academy Association** will be administered and managed in accordance with this constitution by the members of the Committee, constituted by clause E, F and G of this constitution.

C. Aims and Objectives

The objectives of the Association are to advance the education of the pupils of **ARK Priory Primary Academy Association** by providing and assisting in the provision of facilities for education at the Academy and as an ancillary of this object the Association may:

- a) Foster more extended relationships between the staff, parents and others associated with the Academy;
- b) Engage in activities which support the Academy and advance the staff and pupils attending it.

D. Powers

In furtherance of the objectives the Association may exercise the following powers:

- a) Power to raise funds and to invite and receive contributions provided that in raising fund the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
- b) Power to buy, take on lease or in exchange any property necessary for the achievement of the objectives and to maintain and equip it for us;
- c) Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the **ARK Priory Primary Academy Association**;

- d) Power subject to any consents required by law to borrow money and to charge all or any part of the property of the **ARK Priory Primary Academy Association** repayment of the money so borrowed;
- e) Power to employ such staff (who shall not be members of the Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and efforts to employ them fairly and within all relevant employment law.
- f) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the object or of similar charitable purposes and to exchange information and advice with them;
- g) Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- h) Power to appoint and constitute such advisory committees as the Committee may think fit;
- i) Power to do all such other lawful things as are necessary for the achievement of the objects.

E. Membership

- a) The parents and carers of current pupils, the teaching and non-teaching staff and current governors shall at will be Members of the Association or be known as the committee and shall have all associated voting rights as constituted by clause E, F and G.
- b) Any other interested party upon application shall be admitted to Associate Membership at the absolute discretion of the Committee.

F. Officers

At the Annual General Meeting of the **ARK Priory Primary Academy Association** the members shall elect from amongst themselves a chairman, a co-chairman (if required), a secretary and treasurer, who shall hold office from the conclusion of that meeting.

G. Committee

1. The Committee shall consist of not less than 3 members.
 - a) The officers specified in the preceding clause
 - b) The members specified in Clause E
2. The Head of the School shall be invited to be President of the Association.
3. The Chairperson shall not hold that office for more than three consecutive years.
4. The Committee shall consist of a minimum of 1 representative per class and the elected Officers. The Staff, teaching and non-teaching, shall similarly elect 3 Committee Members.
5. The Committee shall meet not less than once each term. A quorum shall be 2 Officers and the Headteacher or Assistant Headteacher. The Chairperson shall have a casting vote. The Chairperson shall have the power to take such action, as it shall in its absolute discretion decide in furtherance of the objectives of the Association. The Committee shall co-opt non-voting Members to the Committee as necessary.
6. The proceedings of the Committee shall not be invalidated by any vacancy among their number of qualifications of a member.
7. Nobody shall be appointed as a member of the Committee who is aged under 18.

H. Determination of Membership of Committee

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

- 1) Is disqualified from acting as a member of the Committee by virtue of section 72 of the Charities Act 1993 (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) Notifies to the Committee the wish to resign.

I. Committee Members not to be personally interested

Subject to the provisions of this clause no member of the Committee shall acquire any interest in property belonging to the Charity (otherwise than as a member of the Committee) in any contract entered into by the Committee.

J. Meetings and proceedings of the Committee

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

K. Receipts and expenditure

- 1) The funds of the **ARK Priory Primary Academy Association**, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Association at such bank, as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Committee, i.e. the treasurer and the president.
- 2) The fund belonging to the **ARK Priory Primary Academy Association** shall be applied only in furthering the objects.

L. Accounts

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- 1) The keeping of accounting records for the **ARK Priory Primary Academy Association**.
- 2) The preparation of annual statements of account for the charity.
- 3) The auditing or independent examination of the statements of account of the **ARK Priory Primary Academy Association**.
- 4) The transmission of the statements of account of the **ARK Priory Primary Academy Association** to the Commission.

M. Annual Report

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

N. Annual Return

The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re – enactment or modification of that Act)with regard to the preparation of an annual return and its transmission to the Commission

O. Annual General Meeting (AGM)

There shall be an annual general meeting of the APPAA , preferably in September of each year.

Every AGM shall be called by the Committee. At least 21 days' notice shall be given to all members. All members will be entitled to attend and vote.

Before any business is transacted at the first AGM the persons present shall appoint a chairperson. This person will be chair of all subsequent meetings. But if he /she is not present, before any business is transacted , the persons present shall appoint a chairperson of that meeting.

The Committee shall :

Present to each AGM the report and accounts of the APPAA for the preceding year , to receive and , if approved , to adopt a report, balance sheet and statement of accounts for the preceding financial year;

At the meeting confirm a minimum of one person per class and elect a further three members to form the Committee of Chairperson, Secretary and Treasurer;

Confirm the appointment of auditor, who shall not be a committee member;

Consider any proposal which may be submitted in writing to the Secretary seven clear days before the AGM ;

Consider AOB at the absolute discretion of the Chairperson

The Treasurer shall keep accounts and submit them for audit before the AGM. A bank account shall be maintained in the name of the Association and any cheque drawn upon that account shall bear the signature of any two of the President and the Officers. Any decisions concerning expenditure of funds raised by the Association in excess of £100 should be made at a meeting of not less than 10 members or by members ballot.

P. Special General Meeting (SGM)

The Committee may call an SGM of the Charity at any time. If at least ten 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.

Q. Procedure at General Meetings

The secretary or other person specially appointed by the committee shall keep a full record of proceedings at every general meetings of the APPAA .

There shall be a quorum when at least one tenth of the number of members of the APPAA for the time being or ten members of the ARK Priory Primary Academy, whichever is the greater, are present at any general meeting.

R. Notices

Any notice required to be served on any member of the APPAA shall be in writing and shall be served by the secretary or the Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the UK, and any letter so sent shall be deemed to have been written within 10 days of posting.

S. Alterations to the Constitution

Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by the members present and voting at a special general meeting. The notice of the general meeting must include notice of the resolution , setting out the terms of the alteration proposed;

No amendment may be made to a clause A (the name of the charity clause), clause C (the objects clause), clause I (Committee members not to be personally interested clause), clause T

(the dissolution clause) or this clause without the prior consent in writing of the Commissioners;

No amendment may be made which would have the effect of making the APPAA cease to be a charity at law;

The committee should promptly send to the Commission a copy of any amendment made under this clause.

T. Dissolution

If the 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 not 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 Committee shall have power to realise any assets held by or on behalf of the APPAA . 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 APPAA as members of the APPAA 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 of the APPAA must be sent to the Commission.

U. Arrangements until the first AGM

Until the first AGM takes place this constitution shall take effect as if references in it to be Committee were references to the persons whose signatures appear at the foot of this document.

This constitution was adopted on the date mentioned above by the persons whose signatures appear below.

Signed

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Witnessed by

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