

Constitution of Friends of Longwood School and Nursery

1. Name

The name of the association shall be the “Friends of Longwood School and Nursery” referred to as FOL.

2. Aims

The aims of the association shall be:

- 2.1. To promote co-operation and extend relationships between parents/carers/friends of any child attending Longwood School and school staff and ex-pupils.
- 2.2. To engage in activities which support the school and enhance the education and experience of pupils attending.
- 2.3. To offer assistance and support to school staff in all school activities, where applicable.
- 2.4. To raise funds for the use for the school.
- 2.5. To discuss and consider applications put to the association from pupils, parents and school staff and to grant funds to support such applications where the request is passed by the majority of the Friends of Longwood School Committee.

3. Membership

Membership shall be open to all school staff and the parents/guardians/friends of pupils attending the school and ex-pupils and any other person wishing to offer appropriate support or help to the school (“Members”).

4. Organisation

- 4.1. The Association shall be non-political.
- 4.2. The Committee of Friends of Longwood School and Nursery shall be made up of the Office Bearers (see below) and any other Member who volunteers to be on, and is accepted on to, the Committee.
- 4.3. The Committee members will use all reasonable efforts to attend each Friends of Longwood School & Nursey meeting.
- 4.4. The business of Friends of Longwood School and Nursery and its property shall be vested, managed and administered by the Committee together with the support of the parents and members of the school staff. Voting will consist of one vote per Member attending the meeting and proxy voting is not permitted.
- 4.5. Ad hoc business raised outside of any meeting can be decided by the Committee by majority vote.
- 4.6. Office Bearers will consist of Chairperson, Vice Chair, Treasurer and Secretary.
- 4.7. Office Bearers will be elected annually at the Annual General Meeting.
- 4.8. Retiring members will be eligible for re-election.
- 4.9. The Chairperson shall have the casting vote.

5. Meetings

- 5.1. Friends of Longwood School and Nursery meetings will be held at least once per term.
- 5.2. Sub-committee meetings will be held as required.
- 5.3. The Annual General Meeting will be held in November of each year.
- 5.4. 3 shall be the number required for a quorum.
- 5.5. In the event of a tied vote, the Chairperson shall have a casting vote.
- 5.6. Friends of Longwood School & Nursery shall have the power to appoint sub-committees where appropriate.
- 5.7. Special general meetings may be called at the written request.

6. Finance

- 6.1. Friends of Longwood School and Nursery finances shall be managed by a Treasurer who will be appointed annually at the Friends of Longwood School and Nursery Annual General Meeting.
- 6.2. All monies collected and managed by the Friends of Longwood School and Nursery will be held in an appropriate bank account in the name of the association.
- 6.3. There shall be three nominated signatories who shall normally be the Friends of Longwood School and Nursery Chairperson, Treasurer and the School’s head teacher.

- 6.4. No payments including cheques or online payments will be passed for payment until it has been signed by a minimum of two of the three nominated signatories.
- 6.5. All transactions must be adequately documented with appropriate receipts and/or written explanations.
- 6.6. All transactions must be recorded in the Friends of Longwood School and Nursery Accounts.
- 6.7. Funds may be spent as agreed to pursue the aims and objects of the Friends of Longwood School and Nursery.
- 6.8. Any Funds spent must be agreed prior to spend by 2 Committee members, one of each is normally the Treasurer.
- 6.9. Money taken at any Friends of Longwood School and Nursery event shall be counted by the event organizer and the Treasurer. Money should be banked as soon as practicable after any event.
- 6.10. The Treasurer shall be responsible for keeping account of all income and expenditure and will present a financial report at every Friends of Longwood School and Nursery meeting.
- 6.11. Friends of Longwood School and Nursery accounts will be available for scrutiny at all Friends of Longwood School and Nursery Meetings and at other times by arrangement with the Treasurer.
- 6.12. An annual statement of account will be presented by the Treasurer for approval by the members at the Friends of Longwood School and Nursery Annual General Meeting.
- 6.13. Should it be necessary to wind up the affairs of the Association, any remaining funds will be donated to Longwood School and Nursery.

7. Alterations to the Constitution

No alteration shall be made to the constitution except at an Annual General Meeting or Extraordinary General Meeting, such proposed changes being specified in the notice calling the meeting. Changes can be approved by a simple majority of those attending.

Adopted by Friends of Longwood School and Nursery – [November 2021]