**CONSTITUTION**

1. **TITLE**

**THE FRIENDS OF YSGOL CEDEWAIN (SPECIAL SCHOOL)**

**2. OBJECT:**

To promote the welfare and advance the education of the pupils of Ysgol Cedewain (special school), to their families and the wider community and in furtherance of these objects but not otherwise:-

1. to raise funds and receive donations;
2. to provided additional benefits for the children beyond the normal provisions made by the Education Authority;
3. to maintain a minibus, and
4. to provide Christmas treats

**3. MEMBERSHIP**:

Any person in sympathy with the objects of the Friends of Ysgol Cedewain (Special School) (hereinafter called ‘the association’) shall be eligible for membership.

**4. OFFICERS OF THE ASSOCIATION**

1. the Officers of the Association shall be the Chairman, the Deputy Chairman, the Honorary Treasurer and the Honorary Secretary
2. The Committee may appoint such other Officers as may be from time to time deemed necessary.

**5. THE COMMITTEE**

1. The Association shall appoint annually at the Annual General Meeting and Executive Committee to be constituted of the Chairman, the Deputy Chairman, the Honorary Treasurer, the Honorary Secretary, the Chairman of each standing Committee of the Association and not less than six and no more than twelve other members.
2. The Chairman and the Deputy Chairman of the Association shall be appointed by the Committee,
3. The Executive Committee shall have full power to fill casual vacancies,
4. The Executive Committee shall have the power to co-opt members of the Committee as they shall deem necessary provided that the prescribed maximum is not thereby exceeded
5. No member of the Executive Committee, or member of a Committee appointed by the Executive Committee, shall supply directly or indirectly interested (other than as a Shareholder in the Company in which the member shall hold no more than one-hundredth part of the capital or as an official of a Bank at which the Associations Funds are deposited) in the supply of work or goods to the Association except by way of a free gift.
6. No paid employee, whether full-time or part0time, employed by the Association shall be eligible for membership of the Executive Committee

**6. OTHER COMMITTEES**

The Executive Committee shall appoint such committees whether standing or ad hoc committees as they shall consider necessary from time to time.

**7. GENERAL CONDITIONS RELATING TO COMMITTEES**

(i) The Quorum of the Executive Committee and standing and other committees shall not be less than one third of the membership, thereof, subject to a minimum of three

(ii) a) The Executive Committee shall hold meetings at least three times a year and not more than five months shall lapse between the date of one meeting and that of the next.

b) Standing Committees shall meet as often as the Executive Committee shall determine

(iii) Standing Committees may co-opt additional members to attend meetings for special purposes. Such additional members shall have the right to vote.

**8. MEETING OF THE ASSOCIATION**

There shall be one Annual General Meeting of the Association which shall be held no later than six months after the end of the financial year of the Association and such other Extra-ordinary General Meetings as the Association may determine. Twenty-one days’ notice of the Annual General Meeting and fourteen days’ notice of the Extra-ordinary General Meetings shall be given to every member by post providing that failure to notify any member shall not invalidate the Meeting.

A Special General Meeting of the Association may be called by the Executive Committee on fourteen days’ notice, and shall also be so called if so required in writing by not less than ten of the Members of the Association. The notice of requisition shall include the business to be discussed at the special meeting and no other business shall be discussed.

The Quorum for any general meeting of the Association shall be one quarter of the Members. Every member present at a General Meeting shall be entitled to one vote upon every motion and in case of an equality of votes the Chairman shall have a second or casting vote. The Executive Committee shall have the power to make regulations for enabling members unable to be present to vote by proxy or in writing.

**9. THE ANNUAL GENERAL MEETING**

The matter to be dealt with a the Annual General Meeting shall include:

1. The appointment of the Honorary Treasurer and the Honorary Treasurer and members of the Executive Committee.
2. The appointment of the Auditors to the Association.
3. The receipt of the report of the Executive Committee and standing committees on the previous year’s work.
4. The receipt of the Balance Sheet and Income and Expenditure Account for the last financial year.

**10 FUNCTIONS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall control and provide for the administration of the affairs of the Association and in particular:

1. Formulate and give effect to the general policy of the Association
2. Give general guidance to the standing and other committees and receive and consider reports from them
3. Accept or reject applications for membership of the Association.
4. Submit an annual report, statement of accounts and balance sheet to the annual general meeting of the Association, and
5. Generally act in the name of the Association

**11. ACCOUNTS**

 (i) The Association’s final year shall end on 31st March in each year

(ii) The Executive Committee shall cause proper books of Account to be kept with respect to:

1. All sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place.
2. All saled and purchases of goods by the Association
3. The assets and liabilities of the Association.
4. Proper books shall not be deemed to be kept if them are not kept such books of account as are necessary to give a true and fair view of the affairs of the association and to explain the transactions.
5. The Books of Account shall be kept at such a place as the Association shall decide at the Annual General Meeting and shall be available for inspection at such time as the Association shall decide at the said Annual General Meeting.
6. The Executive Committee shall appoint qualified Auditors to hold office until the first Annual General Meeting when such or other qualifies Auditors shall be appointed by the Association at each subsequent Annual General Meeting.
7. All funds of the Association shall, except for Petty Cash, not exceeding five pounds, immediately on receipt be paid in the Bank Account to be opened and maintained in the name of the Association. Such accounts shall be in the control of the Executive Committee, which shall from time to time provide for its methods of operation but so that the signature of at least two members of the Executive Committee one of whom shall be either the Honorary Treasurer or the Chairman, shall at all times be required.

**12. FINANCE**

The Association acting through the Executive Committee, may borrow and raise money for the purpose of the Associations objects in such manner and on such security as the Association sees fit, and also by means of subscription from individual members, donations, legacies and grants-in-aid from the public authorities. All monies received by the Association shall be applied in furthering all or any of the objects of the Association. Any land or building (or whatever tenure) acquired by the Association shall be transferred to Trustees being not less than three or more than four to be held by the said Trustees upon Trust for the Association and the Association may, on the recommendation of the Executive Committee, direct the transfer to the said Trustees of any other monies of the Association.

**13. INDEMNITIES**

The Honorary Officers or any other nominee shall be indemnified by the Association for any liabilities incurred by them as a result of acting as the representative of the Association.

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**14. ALTERATIONS TO CONSTITUTION**

The Constitution shall only be amended at an Annual General Meeting of the Association or at a Special General Meeting called for that purpose. No amendment shall be made to the Constitution that will cause the Association to cease to be a charity in law.

Any alteration to the Constitution of the Association must receive the assent of not less than two-thirds of the members of the Association voting in person or by proxy.

**15. WINDING UP**

If upon the winding up or the dissolution of the Association, there remains after the settling of all liabilities any property whatsoever, this shall not be paid or distributed among the members of the Association but shall be given or transferred to such registered Charity or Charities established for similar charitable purposes as the Association shall decide.