

The Constitution of the Parent Teacher and Friends Association for Norton St Nicholas School ('SNAPS')

Association Details

1. The name of the Association shall be 'St Nicholas Association of Parents and Staff', abbreviated to 'SNAPS'.
2. The name and address of the school with which SNAPS is associated is Norton St Nicholas School, Norton Road, Letchworth, Hertfordshire SG6 1AG.

Charitable Purpose/ Object of SNAPS

3. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object, the Association may:
 - a) develop effective relationships between the staff, parents and others associated with the school
 - b) engage in activities which support the school and advance the education of the pupils attending it
 - c) provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee shall from time to time determine.
4. The Association shall be non-party political.

Powers

5. The members of the committee of SNAPS shall have the following powers, which may be exercised only in promoting the charity's purpose
 - 5.1 To publish or distribute information
 - 5.2 To co-operate with other bodies
 - 5.3 To raise funds
 - 5.4 To acquire or hire property of any kind
 - 5.5 To make grants or loans of money
 - 5.6 To set aside funds for special purposes or as reserves against future expenditure
 - 5.7 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from an Independent Financial Adviser and having regard to the suitability of investments and the need for diversification)
 - 5.8 To take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee to insure the association's property

against any foreseeable risk and take out other insurance policies to protect the association where required

5.9 To employ paid or unpaid agents, staff or advisers

5.10 To obtain and pay for such goods and services as are necessary for carrying out the work of the charity

5.11 To consult parents/ guardians, staff and children on their views

5.12 To open and operate such bank accounts as the committee members consider necessary

5.13 To make donations to other charitable organisations

5.14 To form working parties as necessary to which to delegate the organisation of a particular event or activity; such working parties need not include a member of the Committee but shall be obliged to report back to the committee at regular intervals during the process of organisation and after the event or activity in question.

5.15 To do any thing else within the law that promotes the objects of the charity but the committee shall not undertake any activity in the school premises without the consent of the headteacher

Membership of SNAPS

6. Membership shall consist of all parents/ guardians of pupils currently attending the school and all teachers and support staff and supporters of the school. Membership terminates after all of the membership criteria cease to apply to a person.

Committee and Officers of SNAPS

7. The management of the Association shall be vested in a Committee consisting of the following officers drawn from the membership of SNAPS, all of which posts may be held jointly by no more than two persons:
 - 7.1 Chairperson
 - 7.2 Secretary
 - 7.3 Treasurer
 - 7.4 Any other post which the Committee decides is necessary for the efficient administration of the Association and performance of its object.
8. The Officers of the Association should be parents or guardians of children currently at the school and ideally in Year 5 at the most, in order to facilitate handover between an outgoing and incoming Officer.
9. The Officers shall be elected at the AGM (see clause 14) and shall serve until the commencement of the next AGM. Any member of the Association may be co-opted

onto the Committee.

10. All Officers of the Association shall be required to undergo a DBS check or such other checking procedure as may be introduced by legislation to the satisfaction of the Headteacher.
11. All committee members shall be entitled to reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the association.

Committee meetings

12. Committee meetings shall be held at least once a term, with at least seven days notice of the meeting being given to all members of the Association by any practicable means.
13. Three members of the Committee shall constitute a quorum.
14. The Chair shall be in charge of the meeting, or if the Chair is unable or unwilling to do so, another committee member chosen by the members present, shall be in charge of the meeting.
15. Every decision may be made by a simple majority of the votes cast at a committee meeting, and every member present at the meeting shall have one vote. The chair shall have a casting vote in the event of deadlock. A written resolution signed by all committee members is equally valid and will be treated as passed on the date of the last signature.
16. The Headteacher shall have a power of veto over all decisions made at Committee meetings, and shall be provided with a copy of the draft Minutes of a meeting as soon as practicable after the meeting in question.

Annual General Meeting (AGM)

17. The AGM shall be held in September or October each year, and 14 days' notice of the AGM shall be given to all members of the Association by any practicable means. At the AGM, the Chair shall be taken by the current Chairperson or in his/her absence by another Committee member. The AGM shall follow the same rules as to quorum and voting as committee meetings.
18. Nominations shall be proposed and seconded by members and should have the consent of the nominees. Nominations may be made at any time prior to the

commencement of the AGM.

Special General Meetings

19. Special General Meetings (SGM) may be called at the written request of a minimum of 10 members.
20. 30 days' notice shall be given of any SGM to all members of the Association.

Property and Funds

21. The Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all Committee meetings, and shall present the accounts, duly reviewed (see below clause 22), for approval by members at the AGM.
22. Prior to the AGM, one Independent Reviewer, who is not a member of the Committee, shall be asked to review the Accounts in preparation for the AGM.
23. The accounts of the Association shall be available to members for inspection on giving 7 days' notice to the Treasurer.
24. Bank accounts shall be operated in the name of the Association on the signature of any two Officers of the Association.
25. The financial year shall commence on 1st September.

Constitutional matters

26. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
27. No alteration to this Constitution may be made except at the Annual General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charities Commission to clauses 3, 27, 28 and 29 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 at an AGM or SGM.

28. The Association may be dissolved by a resolution presented at an SGM called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions 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 Association but will be given to the school for the benefit of the children of the school.

29. In the event of a school closure or a merger or a change in the form or statutory basis of the school, assets of the Association shall be distributed in an equitable and proportionate manner to the school or schools which emerge from that process of change, provided that such distribution is exclusively charitable in law. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.