

Feathers Fundraising Team  
Together everyone Achieves more  
Constitution

## **The Constitution of Friends of Southery Academy (FFT)**

The name of the group shall be Friends of Southery Academy (FFT)

### **AIMS & OBJECTIVES:**

FFT is a parent and teacher association run for the sole purpose of fundraising for Southery Academy. An elected committee of 12 members hold responsibility for overall decision making, although all members are welcome to attend meetings, submit agenda items for discussion and to provide feedback to the elected committee.

As a 'Friends of' organisation as opposed to a PTA, FFT also welcomes members of the local community with an interest in the school to join the group as a member. The group is not affiliated to any political or religious group: it is a secular and apolitical organisation open to all regardless of beliefs, creed or social status.

### **MEMBERSHIP Eligibility:**

All parents, family members or carers of Southery Academy students are eligible to become a member of FFT. Members of the wider community are also eligible to become members and support FFT, but not be elected into an Officer post. The elected Secretary of FFT will maintain an accurate Register of Members.

### **Cessation of Membership:**

Members may leave the group at any time by notifying the Secretary that they wish to be removed from the Register of Members.

## **OFFICERS AND GOVERNANCE**

### **Quorum:**

The group requires a minimum of SIX duly elected committee members including a minimum of two Officers to continue under this Constitution.

### **Committee:**

**The FFT committee shall consist of a maximum of 12 elected persons, including the three elected Officers of the group.**

### **Officers:**

There will be a minimum of three Officers.-The Officer posts are Chairperson, Secretary, and Treasurer.

Further Officers may be added as deemed necessary by members following a vote at any meeting. Once a committee is formed, this constitution advocates for the allocation of a Safeguarding Officer to be appointed.

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#### **Terms of Office:**

The Officers shall be elected by the members present at any Annual General Meeting or Extraordinary General Meeting for a maximum term of three years. Re-election of the same person to the same Officer post beyond three terms shall be at the discretion of the other Committee members where there are no other members available.

#### **Procedure for election of Committee members and Officers:**

Any member of the Society may be proposed by another member of the Society. The proposal shall then be seconded by a different member of the Society. In the event of more proposals being received than committee seats available, the existing committee shall take a vote. This should be done privately.

### **COMMITTEE MEETINGS**

#### **Annual General Meeting (AGM):**

The AGM will be held in October each year. The Chairperson shall submit his/her report on the activities of the Society for the year and the Treasurer shall submit a financial summary with audited accounts. The minutes of the previous AGM should be agreed and signed off.

All existing committee members should then resign from their positions and FFT members are invited to express an interest in being considered for election and the procedure for election stated above should then be followed.

The AGM can then be called to a close with the time duly recorded

Following the election of the new committee, an ordinary meeting should be held with a pre-prepared standard agenda.

#### **Extraordinary General Meeting (EGM):**

An EGM may be called by any SIX members of FFT upon notification to the Secretary. The names of the members and the reason for calling the EGM must be supplied to the Secretary. The Secretary shall then call the EGM no less than seven days and no more than twenty one days after receipt of the notification.

#### **Ordinary Meeting:**

Ordinary meetings will be held periodically as deemed necessary by the Officers but with no less than one meeting per quarter. A minimum of SIX in person meetings should be held annually to enable free and fair access to all members. All committee members are agreeing to this requirement by signing their enrolment and code of conduct forms. Wherever possible, the dates of at least six in person meetings will be set at the AGM for the year ahead.

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Where a meeting is required to be held online / virtually, the same consideration for notice, agenda provisions, previous meeting's minutes circulation and access should be provided to all members. A TEAMS invite or similar must be made available so that all members can be seen and heard.

Any votes taken during a virtual meeting will need to be formally adopted at the next in person meeting.

**Notification of Meetings:**

Members shall be given at least seven days' notice of meetings and previous minutes or papers / documents that require attention (eg relating to a potential investment of funds raised) should also be made available to members at least seven days ahead of the meeting.

**Quorum:**

The quorum for any meeting shall be SIX members including at least two Officers.

**Agenda Items:**

All items on the agenda shall be given due consideration and where applicable the Committee members shall vote in favour of or against a proposal. The Chair of the Committee shall have the casting vote in the event of a tie.

**Notification of Personal Interest:**

Any Committee member including all Officers shall declare any personal interest that they have in an agenda item prior to any discussion of that item. Any Committee member with a declared interest in an agenda item will not be permitted to vote on that said agenda item.

**Attendance by non-members:**

Meetings of the FFT are open to all but non-members are not permitted to propose agenda items, to vote or to stand for election to the Committee.

**Amendment to the Constitution:**

The constitution may be amended by a majority vote at any properly convened ordinary or general meeting. Any proposed amendment to the constitution must be included in the notification of the meeting at which the amendments will be discussed. Members who cannot be present at the meeting may submit comments to be read out at the meeting. These comments shall be submitted in writing to an Officer of the group before the meeting and must be read out.

**Dissolution of the Group:**

The group may be dissolved by the passing of a motion at the AGM. In the event of dissolution of the group all remaining funds of the group shall be passed on to the school, or the appropriate successor body, for the benefit of Southery Academy.

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**This is the constitution of the Feathers Fundraising Team as agreed on:**

**Date**

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**Signed by: Chairperson:**

**Secretary:**

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**Treasurer:**

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