

FRIENDS OF STONAR CONSTITUTION

OBJECTIVES OF THE FRIENDS OF STONAR (FOS)

- The Objectives of the Friends of Stonar are to:
 - a. Foster a positive and supportive school community by developing relationships between the school, parents and others associated with the school.
 - b. Engage in activities which support the school and advance the education of the pupils attending.
 - c. Raise money and assist in the provisions of facilities and equipment for the school to support the welfare and education of the children.
- The Friends of Stonar shall not involve itself with the day-to-day running of the school.

MEMBERSHIP of THE FRIENDS OF STONAR

- Membership of the Friends of Stonar is open to all parents of children attending the school as well as to all staff and friends of the school.
- Membership is confirmed by payment of a termly subscription payable in advance which, for parents, will be collected by the school on behalf of the Association.

THE CODE OF CONDUCT

- The Code of Conduct details the roles and responsibilities of all participants in the Friends of Stonar.
- Members, Class Representatives, Committee members and Officers must all agree to the Code of Conduct as a condition of appointment.

THE FRIENDS OF STONAR COMMITTEE

- The affairs of the Friends of Stonar shall be managed by a Committee comprising: Chair, Treasurer, Secretary, plus a minimum of two (and maximum of nine) ordinary Committee members.
- The Head shall be an ex-officio member of the Committee.
- Committee Members shall serve for up to two years.
- Retiring Committee Members shall be eligible for re-election.
- All Committee members shall have equal voting rights at meetings. In the event of a tied vote, the Chair shall have a second and casting vote.
- Three members of the Committee, one of whom must be an Officer, shall constitute a quorum.
- Proposals for consideration by the Committee must be proposed and seconded by Committee members and voted on by a show of hands with a simple majority being sufficient for approval. Votes must be made in person with no proxy votes allowed.
- Committee members must agree to adhere to the Code of Conduct and the Constitution.
- Any Committee member who fails to attend at least one Committee meeting per term, or

who fails to actively participate in the activities of the Committee without good reason, will be automatically retired and a replacement co-opted until the next relevant AGM, unless a majority of the Committee determines otherwise.

- Meetings of the Committee shall be held once a month during term time.
- The Committee must keep proper records of the proceedings of Committee meetings and General meetings and reports presented at such meetings.

COMMITTEE ELECTIONS

- Elections for the vacant places on the Committee shall take place at the AGM.
- Any Friends of Stonar member can be nominated or can nominate themselves for election to the Committee.
- Where a member nominates another member, the nominating member must ensure before doing so that their nominee is willing to and able to commit to the necessary time and responsibilities required.
- If there are more nominations than places to be filled, then at the discretion of the Chair, nominees may be required to submit a short statement outlining their potential contribution to the Friends of Stonar.
- The vacant places shall be filled by a secret ballot of all Friends of Stonar members present at the AGM. Members with the most votes will be elected to the Committee until all vacant spaces are filled. In the event of a tied vote, the Chair will have a second and casting vote.

OFFICERS

- The Friends of Stonar shall have a Chair, Secretary and Treasurer.
- The Chair, Secretary shall be elected by the Committee whenever such a position is or becomes vacant.
- The Bursar shall be the Treasurer.
- The Chair and Secretary shall each serve for up to two years in their office.
- A resigning Chair and Secretary shall be eligible if they wish, for re-election to the same or another office.

POWERS of the COMMITTEE

The Committee has the following powers, which may only be exercised in promoting the Objectives of the FOS:

- To publish or distribute information related to Friends of Stonar activities
- To raise money and pay the costs associated with fundraising activities
- To acquire or hire Friends of Stonar property
- To make grants or loans of money in response to proposals submitted by the school.

The Committee shall not undertake any activity in the school premises without the

consent of the Head.

GENERAL MEETINGS

- Any Members of Friends of Stonar may attend and vote at General Meetings.
- The Friends of Stonar shall hold an AGM at the beginning of the Autumn term.
- Notice of the date and time of the AGM shall be published in the school's newsletters giving 21 days' notice. Information about the roles and responsibilities of Committee members will be made available to view on the school website. Nominations for election to the Committee shall be submitted via email to friendsofstonar@gmail.com
- At the AGM the following matters shall be included on the agenda to be discussed:
 - a. Minutes of the previous AGM
 - b. Report of the Chair
 - c. Report of the Treasurer
 - d. Adoption of the Accounts
 - e. Election of Committee members
 - f. Any other business.
- At the AGM the Chair shall report to the members on the activities and status of the Friends of Stonar.
- An EGM may be called at any time by the Committee by giving 21 days' notice in the school's newsletters.
- Except where otherwise provided in this Constitution, every issue at a General Meeting is decided by a simple majority of the votes cast by the Members present at the meeting.

CLASS REPRESENTATIVES

- There shall be a Class Representative (Class Rep) for each class in the Prep school and each Year group in the Senior School. The role of the Class Rep is to assist the Committee in the promotion of the Objectives of FOS.
- Nominations for and appointments to the position of Class Rep are coordinated annually through the Chair of the FOS. In the event that multiple nominations are received from each class/year, the Chair will coordinate a vote of the class parents to elect their Rep.
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- Class Reps are also expected to nominate themselves for membership on the Committee.
- All Class Reps, whether or not they are Committee members, must commit to attend at least one Friends of Stonar meeting per term and volunteer for a minimum of one school event per year. Any Class Rep who fails to do so will be automatically retired from the position and nominations for replacement called.

FINANCES AND ACCOUNTS OF THE FRIENDS OF STONAR

- The financial year of the Friends of Stonar shall begin on 1st September of each year.
- The Treasurer shall keep all the financial books of accounts of the Friends of Stonar and all necessary financial records and receipts.
- The Treasurer shall prepare a Statement of Account of the Friends of Stonar's finances at the end of each financial year.
- The accounts shall be submitted at the AGM for approval and adoption by the members at the AGM.
- Withdrawals from the FOS bank account shall be made on the signature of two members of the Committee.