 

Small Charity Constitution

OCTOBER 2009

New format January 2017

**Small Charity Constitution**

Suitable for small charities with an annual income under £5,000 that don’t own a building or employ people and do not intend to register with the Charity Commission.

# Name

The charity’s name is FOSA (Friends of St’ Annes Primary School) Friends of St. Anne’s Catholic Primary School (FOSA) Parent Teacher Association

# The purposes of the charity are:-

Fostering community: We organise events uniting parents, teachers, and students, promoting a supportive environment.

Educational Enhancement: We raise funds for educational enhancements, benefiting classroom resources and extracurriculars.

Parent Engagement and Networking: We value active parental participation to support our fundraising activies

The object of the association (the objects) is to advance the education of pupils in the school in particular by: 1) Developing effective relationships between the staff, parents and others associated with the school 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils

1. **Trustees**

The charity shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity.

1. **Carrying out the purposes**

In order to carry out the charitable purposes, the trustees have the power to:

* 1. raise funds, receive grants and donations
  2. apply funds to carry out the work of the charity
  3. co-operate with and support other charities with similar purposes
  4. do anything which is lawful and necessary to achieve the purposes

1. **Membership**

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can apply application accepted via email, text, WhatsApp or other electronic means with the ability to document) to the trustees to become a member. Once accepted by the trustees, membership lasts for 18 months (or until the start of the new school year) and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may remove a person’s membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

# Annual General Meeting - AGM

* 1. The AGM must be held every year (in person or virtually over the computer, i.e. Zoom, Teams etc.), with 14 days’ notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
  2. There must be at least three members present at the AGM.
  3. Every member has one vote.
  4. The trustees shall present the annual report and accounts.
  5. Any member may stand for election as a trustee.

Members shall elect a minimum of 3 and a maximum of 10 trustees to serve for the upcoming school year. Trustees will retire at the following Annual General Meeting (AGM) but may seek re-election. Each year, at least three trustees must be elected from among the elected trustees to fulfil the roles of Chair, Secretary, and Treasurer.

# Trustee meetings

* 1. Trustees must hold at least 3 meetings each year. Meeting can be held online or in person.
  2. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision. To become a trustee someone must be a member first.
  3. At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
  4. If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is

being discussed or decided.

* 1. During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
  2. The trustees may make reasonable additional rules to help run the charity. These rules must not conflict

with this constitution or the law.

# Money and property

* 1. Money and property must only be used for the charity’s purposes. . Trustees must gain approval of 3 members for money spent of £300.
  2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
  3. Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.
  4. Funds must be deposited into the charity’s bank account, with all cheques requiring the signatures of two trustees
  5. For any activity, event, or project led or supported by the charity, the trustee committee must approve and allocate a budget, either via email or other communication tools (e.g. WhatApp)
  6. The treasurer is authorised to spend within the allocated budget for each activity, event, or project. Payment can be made online or via card if pre-authorised or if they fall within the delegated authority of the treasurer.
  7. If an expenditure does not fall within a budget set by the trustees, then at least two trustees must approve it.

The treasurer must report expenditure details on the next trustee committee meeting

* 1. Any funding directed towards the school or for the benefit of the school must be approved by at least three trustees. This includes direct payments to the school or payments for items intended for the school's benefit. Approval can be granted via email or other communication tools, such as WhatsApp.
  2. Transactions under £300 can be made by the trustees through internet banking or cash card with approval of 2 trustees.

# General meetings

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

* 1. **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
  2. **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a charity.
  3. **General Meeting** - called on written request from a majority of members.
  4. Trustees may also call a General Meeting to consult the membership

# Setting up the charity

This constitution was adopted on Thursday, 29 February 2024 by the people whose names appear below.

They are the first members of the charity and will be the trustees until the AGM, which must be held within

one year of this date.

Printed Name:

Carol Kinsella

Emma Catchpole

Kimberly Fox

Duduyemi Opaleye

Rachel Davenport

Jane McKinney

Laura Williams

Catherine Watkins

Aimee Tripp

Elisa Martinengo

Simona Garnero

# This constitution has been developed and promoted with the following organisations:





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