

# CYFEILLION GWYNLLYW

## Constitution

### 1 Title

The title of the Association shall be Cyfeillion Gwynllyw / Friends of Gwynllyw.

### 2 Aims

The object of the Association is to advance the education of the pupils of the school. In furtherance of this object the Association may:

- (a) Develop more extended relationships between 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 facilities for education at the school (not normally provided by the Local Education Authority).

### 3 Membership

Free membership shall be automatically conferred on all parents, guardians and teachers of children attending Ysgol Gyfun Gwynllyw, and available to others who support the aims outlined above.

### 4 Officers/Committee

- (a) Officers of the Committee shall be parents, and elected by a simple majority at the Annual General Meeting, having been nominated and seconded for office.
- (b) The officers shall normally consist of:- Chair, Vice-Chair (or these roles shared), Secretary, Assistant (Minute) Secretary, Treasurer, Assistant Treasurer, PR officer / web manager, plus other roles identified where appropriate.
- (c) The term of office shall be for one year between two consecutive AGMs.
- (d) It shall be the usual practice, where practicable for the retiring Vice Chairperson to be elected as Chairperson to ensure continuity.
- (e) If vacancies occur among the officers of the Committee, the Committee shall have the power to fill such vacancies from among the members of the Association.

### 5 Ordinary General Meeting

- (a) OGMs shall be the major forum for discussion and communication between officers, other members of the Association and the teaching staff.
- (b) OGMs shall receive up-dated reports from the officers (in particular, financial reports) and from the headteacher or teaching staff representative (including an update on use of funds donated to the School by Cyfeillion Gwynllyw).
- (c) OGMs shall be held at least once a term on dates agreed at the end of each meeting and notified to members in advance, and as otherwise deemed necessary by the Committee.
- (d) OGMs shall be open to all members.
- (e) OGMs are held only when a clear majority of officers, plus the Headteacher, are present.
- (f) The OGM may appoint sub-committees, as it deems necessary, and shall prescribe their function, provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible, and provided further that no such sub-committee shall expend the funds of the Association otherwise than in accordance with a budget agreed by the Committee.

## **6 Annual General Meeting**

- (a) Shall be held each year, in October, on a date determined at the previous OGM.
- (b) Shall have a written agenda available to all members in advance
- (c) Shall be the meeting at which officers and elected members of the Committee shall be elected.
- (d) Shall receive the reports of the officers as appropriate.
- (e) Shall be held only when a clear majority of officers, plus the Headteacher, are present
- (f) Shall be the major forum for policy formulation and constitutional change.
- (g) Items for inclusion on the AGM agenda shall be submitted in writing to the Secretary not later than five weeks prior to the proposed date of the AGM.

## **7 Extra Ordinary General Meeting**

- (a) Shall require a one month period of notice and a written agenda to be made available to all members.

## **8 Constitutional Changes**

- (a) No alteration to this constitution may be made except at the AGM or an Extra ordinary General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clauses 2, 8(a) and 13, and no alteration 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 Extraordinary General Meeting.
- (b) Shall be notified in writing to the Secretary no later than five weeks prior to the AGM or extra ordinary general meeting.

## **9 Rules of Meetings**

- (a) Matters at all meetings shall be decided by a simple majority (except constitutional changes - see rule 9[a]), in situations where voting is deemed appropriate or relevant.
- (b) Each member attending a Committee meeting shall have one vote per matter.
- (c) Each parent attending a general meeting shall have one vote per matter.
- (d) No proxy voting shall be allowed.
- (e) The Chairperson of the meeting shall, in the event of a tied vote, have the casting vote.
- (f) All motions are to be proposed, seconded and voted upon.
- (g) A complete record of the meeting shall be kept by the Assistant (Minute) Secretary and shall be recorded as the official minutes of each meeting.
- (h) The minutes shall be ratified by the next meeting except in the case of an EGM where the next AGM shall be the competent body or the AGM itself where the subsequent AGM shall be competent.
- (i) The names of all members attending the meeting shall be recorded by the Assistant (Minute) Secretary.
- (j) Where possible all dealings of the Association shall be conducted in both Welsh and English.

## **10 Finance**

- (a) The financial year shall run from 1 September to 31 August.
- (b) The treasurer shall keep an accurate written record of all financial transactions for and on behalf of the Association.
- (c) The accounts are to be audited by two members of the Association other than committee members in the month prior to the AGM.
- (d) A Statement of Accounts shall be presented to the AGM, and an indication of cash flow and balance at each OGM
- (e) There shall be a bank account or accounts opened in the name of the Association, and all cheques shall require the signature of two officers.

## **11 General**

The Association shall be non-party political and non-sectarian.

## **12 Matters additional to the constitution**

Any matter not provided for in the Constitution concerning the organisation and activities of Cyfeillion Gwynllyw shall be dealt with by the Committee, whose decision shall be ratified at the subsequent general meeting.

## **13 Dissolution of the Association**

The association may be dissolved by a resolution presented at an EGM called for that 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 Ysgol Gyfun Gwynllyw, for the benefit of the pupils, or, in the event of school closure, to the school to which the majority of the children of the closing Ysgol Gyfun Gwynllyw will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.