

CONSTITUTION AND RULES

1. The name of the organisation shall be:

”The Friends of Malvern St James” hereinafter called “The Friends”.
2. The OBJECTS of The Friends shall be to:
 - a. Act as a social committee to organise events for pupils, parents, staff, old girls and others associated with Malvern St James
 - b. Engage in charitable activities which support Malvern St James
 - c. Provide and assist in the provision of extra facilities for pupils or to the further enhancement of education and recreation at Malvern St James beyond that which should be met by Malvern St James itself
 - d. Act as ambassadors for and promote the school to other parents and help to increase the numbers.
3. The Friends shall be non-party political and non-sectarian.
4. Membership of The Friends (hereinafter called “Member”) shall be open to Parents and Ex-Parents, Guardians, current Members and ex-members of the staff including, Old Girls and Members of Malvern St James Council; this also includes ex-members and parents together with Old Girls of Malvern Girls’ College and St James’s School.
5. The Friends shall be managed by a committee of at least [8] Members which shall include a Chairman, Vice-Chairman, Co-Secretary (Minutes), Co-Secretary (Communications), Parents Overseas Relations Officer and Treasurer and such additional members (maximum [18] including the committee) as the Annual General Meeting shall decide.
6. Any Member shall be open to put forward their name for election to the Committee at the Annual General Meeting providing they have done so in writing to the Chairman or Vice-Chairman prior to the commencement of the Annual General Meeting
7. The Committee shall be elected at the Annual General Meeting.
 - a. subject to termination of office by resignation or otherwise, the officers of the committee shall remain in office for a Period of 2 years following their election with three officers standing for re-election in any one year.
 - b. Subject to termination of office by termination or otherwise, committee members not holding office shall remain in office for a period of 1 year.
8. The Committee shall have the power to co-opt any member into a vacancy that may occur between Annual General Meetings. The retiring Members of the Committee shall be eligible for re-election. They will remain in office until the next Annual General Meeting.

9. The Committee shall have the power to 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 any funds of The Friends otherwise than in accordance with a budget and any restrictions and requirements previously imposed by the Committee.
10. The Annual General Meeting of The Friends shall be held during the Autumn Term of each school year to transact the following business:
 - a. To receive, and if approved, to adopt a statement of The Friends' audited accounts to the end of the preceding year
 - b. To consider, and if approved, sanction any duly made alteration to the Constitution and Rules
 - c. To appoint the officers and other Members of the Committee
 - d. To deal with any matter which the Committee desire to bring before the Members and to receive suggestions from Members for consideration by the Committee
11. Notice convening the Annual General Meeting shall be sent to Members not less than 14 days before the meeting and shall specify the matters to be dealt with. This notice shall include a copy of the Constitution and Rules
12. At the Annual General Meeting [12] Members shall form a quorum
13. The Committee shall meet not less than once in each school term, and [6] Members shall form a quorum, for the purpose of:
 - a. Agreeing and carrying out activities relating to the general operation of The Friends and the objects hereof
 - b. Receiving a financial report from the Treasurer
14. If any Committee Member is unable to attend two consecutive meetings the Chairman of the Committee reserves the right to re-elect the position.
15. The Treasurer shall be responsible for keeping an account of all income and expenditure of The Friends and shall present:
 - a. A financial report to each Committee meeting
 - b. A statement of account to each Annual General Meeting in accordance with Rule 10(a) hereof
16. An Extraordinary General Meeting may be convened at any time by the Committee and shall be convened within 21 days of receipt of a requisition in writing to the Chairman, signed by not less than [12] Members, specifying the object of the meeting for any of the following purposes
 - a. To consider, and if approved, sanction any duly made alteration to the constitution and rules
 - b. To deal with any special matter which the Committee may desire to place before Members

- c. To receive the resignation of the Committee or to remove any Member or members thereof from office and fill any vacancies caused thereby
 - d. To dissolve The Friends
 - e. To deal with any special matter which Members requiring the meeting may desire to place before The Friends
17. Notice convening an Extraordinary General Meeting shall be sent by the Committee to The Members not less than 14 days before the meeting and shall specify the matters to be dealt with. This notice shall include a copy of the Constitution and Rules
18. At an Extraordinary General Meeting [12] Members shall form a quorum
19. At Committee meetings, Annual General Meetings or General Meetings the Chairman or Vice-Chairman shall preside, or if neither is present a Chairman shall be elected by the meeting to preside.
20. At any meeting resolution, with exception of clause 21 hereof, shall be carried by a simple majority and the Chairman of any meeting shall have a casting vote or additional vote in the event of an equality of votes
21. The Friends shall only be dissolved on a dissolution resolution by a majority of at least two thirds of the Members present and voting at either an Extraordinary General Meeting called for this purpose or at the Annual General Meeting
- Any assets remaining on the dissolution of the Friends after satisfying any outstanding debts and liabilities shall not be distributed amongst The Friends but shall be given to any organisation taking on the role or responsibilities of The Friends in supporting Malvern St James or any educational organisation merging with Malvern St James.
22. No alteration to the Constitution and Rules shall be made except at the Annual General Meeting or at a Extraordinary General Meeting called for the purpose. No alteration or amendment shall be made to the Objects or Dissolution Clause which shall cause The Friends to cease as a charity by law.
23. All work undertaken by the Officers, Committee Members and other “Friends” involved in the organisation shall be voluntary
24. Any matter not provided for in the Constitution and Rules shall be dealt with by the Committee whose decision shall be deemed final.