**FRIENDS OF St MARY’S LOCHEE**

**CONSTITUTION – May 2024**

1. This is the Constitution for Friends of St Mary’s Lochee.
2. Aims and Purposes:
   * To support the school in its work with pupils.
   * To represent the views of parents.
   * To promote contact between school, parents and pupils.
   * To support teachers.
   * To report to the Parent Forum.
3. The membership of the Friends of St Mary’s Lochee

* Will be a minimum of 3 parents/carers of children attending St Mary’s School
* The Head Teacher who has the right to attend.
* Members of the teaching staff and a representative of St Mary’s RC church have an open invitation to attend meetings.

1. The Chair, Secretary and Treasurer of the Friends of St Mary’s Lochee will be agreed by the Friends of St Mary’s Lochee members immediately following the formation.

Office Bearers will be reselected by the Friends of St Mary’s Lochee on an annual basis (at the annual meeting of the Friends of St Mary’s Lochee).

Friends of St Mary’s Lochee will be chaired by a parent or grandparent of a child attending St Mary’s School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

5) Friends of St Mary’s Lochee is accountable to the Parent Forum for school and will make a report to it at least once each year on its activities on behalf of all the parents.

If 15 members of the Parent Forum request a special general meeting to discuss issues falling within the Friends of St Mary’s Lochee remit, the Friends of St Mary’s Lochee shall arrange this. The Friends of St Mary’s Lochee shall give all members of the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

6) The Annual Meeting will be held each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:

* A report on the work of the Friends of St Mary’s Lochee and its committee(s).
* Selection of the new Friends of St Mary’s Lochee members.
* Discussion of the issues that members of the Parent Forum may wish to raise.
* Approval of the accounts and appointment of the auditor.

7) The Friends of St Mary’s Lochee will meet at least once in every school term.

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any 2 members of the Friends of St Mary’s Lochee can request that an additional meeting be held, and all members of the Friends of St Mary’s Lochee will be given at least one week’s notice of date, time and place of the meeting.

If a Friends of St Mary’s Lochee member acts in a way that is considered by other members to undermine the objectives of the Friends of St Mary’s Lochee, their membership of the Friends of St Mary’s Lochee shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.

8) Copies of the minutes of all meeting will be available to all parents of children at St Mary’s School and to all teachers at the school. Copies will be available from the Secretary of the Friends of St Mary’s Lochee Clerk to the Friends of St Mary’s Lochee and from the school Office.

9) Meetings of the Friends of St Mary’s Lochee shall be open to the Forum, unless the Friends of St Mary’s Lochee is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Friends of St Mary’s Lochee and the Head Teacher, or their representative, can attend.

10) The Treasurer will open a bank or building society account in the name of the Friends of St Mary’s Lochee for all Friends of St Mary’s Lochee funds. Withdrawals will require the signature of the Treasurer and one other nominated Friends of St Mary’s Lochee member.

The Treasurer will keep an accurate record of all income and expenditure and provide a summary of this for each Friends of St Mary’s Lochee meeting and a full account for the Annual Meeting. The Friends of St Mary’s Lochee accounts will be audited by the auditor appointed at the previous Annual Meeting.

The Friends of St Mary’s Lochee shall be responsible for ensuring that all monies are used in accordance with the objectives of the Friends of St Mary’s Lochee.

11) The Friends of St Mary’s Lochee may change its Constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

12) Should the Friends of St Mary’s Lochee cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school (or schools), where this continues.

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01 May 2024