

Constitution of Friends of Sandhaven Primary School

1. The name of the Parent Council shall be – Friends of Sandhaven Primary school

2. AIMS

- a) To promote a liaison between the Parents and Teachers in everything pertaining to the welfare and education of the school and its pupils.
- b) To encourage the development of social activities between parents, teachers and pupils.
- c) To raise funds for the benefit of the school and pupils.

3. MEMBERSHIPS

- a) Membership shall be open to Parents, Guardians and friends of pupils attending Sandhaven Primary School and to its staff.
- b) Associate membership shall be open to Parents and Guardians of former pupils and former members of staff.

4. OFFICE BEARERS

- a) These shall be Chairperson, Treasurer and Secretary
- b) They shall be appointed annually at the AGM

5. COMMITTEE

- a) The business of the Parent Council shall be managed by a Committee consisting of the Office Bearers, one of which shall be a member of the teaching staff and up to 10 parents.
- b) Associate members can join the committee at any time.
- c) The Committee shall have the power to fill any vacancy occurring in the interval between Annual General Meetings.

6. ANNUAL GENERAL MEETING

- a) The AGM shall be held on the first Monday in September each year, to receive reports from the Committee, to elect Office Bearers, to elect ordinary members of the Committee to receive the audited accounts and to transact any other competent business.
- b) Extraordinary General Meetings may be called at any time by the Committee or on the requisition of not less than 5 members of the Committee.

7. COMMITTEE MEETINGS

- a) The Committee shall normally meet on the first Monday of each term.
- b) At Committee meetings, four members shall form a quorum.

8. ALTERATION OF THE CONSTITUTION

No alteration or addition to the Constitution shall be made except at the Annual General Meeting or at an Extraordinary General Meeting convened for the purpose, and proposed change to be specified in the notice calling the meeting and be approved by not less than 2/3^{rds} of the members present.

9. FUNDS

- a) The funds of the Parent Council shall be lodged in the Royal Bank of Scotland, Fraserburgh in the name of the Parent Council.
- b) Monies shall be withdrawn from the account by 2 signatories.

10. ACCOUNTS

The accounts of the Parent Council shall be closed on the last day of the school session each year and shall be audited annually.

11. AUDITOR

The auditor shall be appointed annually by Committee members and shall not be a member of the Committee.

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