



Friends of Kilchuimen Academy Constitution

1. This is the constitution for Friends of Kilchuimen Academy.
2. The aims and objectives of the Friends of Kilchuimen Academy are:

Objectives

- The advancement of education.
- The advancement of citizenship or community development (including rural or urban regeneration and the promotion of civic responsibility, volunteering, the voluntary sector or the effectiveness or efficiency of charities).
- The promotion of equality and diversity.

Aims

- To promote partnership between the school, its pupils and all its parents and members of the community.
 - To develop and engage in activities which support the education and welfare of the pupils including fund raising activities.
 - To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. The membership will be a minimum of three parents or carers of children attending the school. The upper limit is twenty.
 4. The Chair, Secretary and treasurer of the Friends of Kilchuimen Academy will be agreed by the members immediately following its formation. The length of service will be two years with the option of longer, if so invited by the members.
 5. Any parents of a child at the school can volunteer to be a member of the Friends of Kilchuimen Academy. In the event that the number of volunteers exceeds the number of places on the Committee, council members will be selected by drawing lots. Anyone not selected to be a member of the Friends of Kilchuimen Academy may be offered the opportunity to be part of any sub-groups set up by the Friends of Kilchuimen Academy. The length of service will be two years with the option of longer, if so invited by the members.

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6. The Council may co-opt up to four persons to assist it with carrying out its functions. The length of service will be two years with the option of longer, if so invited by the members.
7. The Friends of Kilchuimen Academy is accountable to the Parent Forum for Kilchuimen Academy and will make a report to it at least once each year on its activities on behalf of all the parents.
8. If 10% of members of the Parent Forum request a special general meeting to discuss issues falling within the Friends of Kilchuimen Academy remit, the Friends of Kilchuimen Academy shall arrange this. The Friends of Kilchuimen Academy 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.
9. The Annual Meeting will be held in April of each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least two weeks in advance. The meeting will include:
 - a report on the work of the Friends of Kilchuimen Academy and its committee
 - selection of the new Parent Council
 - discussion of issues that members of the Forum may wish to raise
 - approval of the accounts and appointment of the external examiner of the accounts.
 - The Friends of Kilchuimen Academy will meet at least once in every school term.
 - Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
10. Any 2 members of the Friends of Kilchuimen Academy can request that an additional meeting be held, and all members of the Friends of Kilchuimen Academy will be given at least one week's notice of date, time and place of the meeting.
11. Copies of the minutes of all meetings will be available to all parents of children at Kilchuimen Academy and to all teachers at the school. Copies will be available from the Secretary of the Friends of Kilchuimen Academy and from the school office.

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12. Meetings of the Friends of Kilchuimen Academy shall be open to the public, unless the Friends of Kilchuimen Academy is discussing an issue which it considers to be confidential. In such discussions, only members of the Friends of Kilchuimen Academy and the Headteacher, or his or her representative, can attend.
13. The Treasurer will open a bank or building society account in the name of the Friends of Kilchuimen Academy for all Friends of Kilchuimen Academy funds. Withdrawals will require the signature of the Treasurer and one other Friends of Kilchuimen Academy member.
14. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Friends of Kilchuimen Academy meeting and a full account for the Annual Meeting. The Friends of Kilchuimen Academy accounts will be externally verified by a suitably qualified external examiner of accounts appointed at the previous Annual Meeting.
15. The Friends of Kilchuimen Academy shall be responsible for ensuring that all monies are used in accordance with the objectives of the Friends of Kilchuimen Academy.
16. Should the Friends of Kilchuimen Academy cease to exist, any remaining funds will be passed to a like minded constituted group or the education authority to be used for the benefit of the school, (or schools), where this continues.