

## SLSA Constitution

1. **The Association** shall be called the 'St Laurence School Association' and may be abbreviated to the 'SLSA'
2. The **object** of the SLSA is to advance the education of the pupils of the school. In furtherance of this object, it may :
  - a. Develop more extended relationships between parents at the school and between parents and 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 such facilities or items for education at the school (to supplement those provided from statutory funds) as meetings of the SLSA, in consultation with the school shall from time to time determine.
3. The Association shall be non-political and non-sectarian.
4. The Association shall take out public liability and personal accident insurance to cover its meetings, activities and Officers.
5. **Membership** of the SLSA shall be free and open to all parents and carers of pupils of the school. The SLSA is open to school staff.
6. **Meetings** of the SLSA :
  - a. A quorum is 6
  - b. Frequency could be termly but a minimum is three times yearly
  - c. The first meeting of the school year is the AGM
7. **Annual General Meeting** of the SLSA :
  - a. To be held in October
  - b. To receive and approve the annual accounts
  - c. To nominate Officers for the year ahead, nominations to be seconded. Officers can be renominated.
8. The **management** of the SLSA is vested in the Officers of the Association, this may be termed 'the committee'.
  - a. **Officers** of the SLSA are :  
Chair, secretary, Treasurer. These Officers to be Trustees of the SLSA charity.
  - b. **Other officers** may be :  
Vice-Chair, Contact secretary and others as the committee may deem to be necessary
  - c. **Ex-officio** members of the committee may be staff at the school
  - d. **In year retirement** of Officers, other officers can be co-opted by the remaining ones until the AGM
  - e. The 'committee' and any associated 'sub-committees' shall have the power to **co-opt** SLSA members, outside the AGM cycle of nomination of Officers, should the need arise.
  - f. **Committee meetings** may be held separately from the meetings of the SLSA and are open to all members of the Association
  - g. **Election of officers** shall take place annually at the AGM. Nominations shall be invited from any member of the Association. Nominations to be encouraged by the outgoing committee.
9. **Accounts** of the SLSA
  - a. To be administered by the Treasurer

- b. To be independently audited / examined
- c. To be filed with the Charity Commission
- d. To be posted on the SLSA page of the school website

**10. Bank account**

- a. To be operated in the name of the Association
- b. To have a minimum of three signatories
- c. Withdrawals to be made on the signature of two
- d. Online banking permitted with the control of two signatories

**11. Financial year**

- a. Commences on 1<sup>st</sup> August

**12. Annual report and return**

- a. The Officers shall be responsible for complying with their obligations under the Charities Act 1993 and the Charities (Accounts and Reports) regulations 1995 with regard to the preparation of an annual report, accounts and return to be transmitted to the Charity Commissioners.

**13. Changes to the Constitution**

- a. To be made at the AGM
- b. To be approved by a 2/3rds majority of those attending, if quorate. If not quorate, the Officers shall vote by simple majority with the Chair having a casting vote.
- c. Cannot be made to clause 2, unless pre-approved by the Charity Commission
- d. Cannot be made to clause 12

**14. Dissolution of the Association**

- a. To be proposed at a meeting called for that purpose
- b. Notice of the meeting to be two weeks
- c. The resolution to have a 2/3rds majority of those attending, if quorate. If not quorate, the Officers shall vote by simple majority with the Chair having a casting vote.
- d. The assets of the Association to be given to the school, under the control of the Headteacher.
- e. If the school closes, the assets to be given to the new school. If no new school is established, the assets to go to the Lord Fitzmaurice Foundation.

Agreed at the AGM, 03/10/17

**Notes to the Constitution**

The Association is a registered charity, number : 1078479, date of registration : 06/12/1999

The Association is a member of PTA.org and has its insurance via that membership, number : 19320, date of renewal : 1<sup>st</sup> January, annually

The bank account is held at Lloyds Bank

The Association is registered for Gift Aided donations