



## THE FRIENDS OF WORTH

### CONSTITUTION

Adopted on the 19<sup>th</sup> day of April 2012

#### **Name and Objects**

- 1.1 The name of the organisation shall be The Friends of Worth ("The Friends") and the President of the Friends shall be the Abbot of Worth.
- 1.2 The objects of The Friends are to foster and support the interests, both spiritual and material, of Worth School (the "School"), in particular by:
  - 1.2.1 encouraging contact, co-operation and good relationships among the parents, monks, staff, pupils, Worthians and all others wishing to further the interests of the School and by providing periodic social and other functions to this end;
  - 1.2.2 assisting the School by providing voluntary help and advice including that related to further the education and careers of pupils;
  - 1.2.3 supporting Worth Abbey in raising funds for the benefit of the School;
  - 1.2.4 assisting to publicise the School and to make its existence and merits better known to the general public;
  - 1.2.5 providing financial or other support to the School and/or the pupils.
- 1.3 In furtherance of the objects but not otherwise, the General Committee may exercise the following powers:
  - 1.3.1 Power, subject to an overriding consent of Worth Abbey, to raise funds and to invite and receive contributions provided that in raising funds the General Committee, see paragraph 3 below, shall not undertake any substantial permanent trading activities and shall conform to any requirements of law;
  - 1.3.2 power to appoint and constitute such advisory committees as the General Committee may think fit;
  - 1.3.3 power, subject to an overriding consent of Worth Abbey, to do all such other lawful things as are necessary for the achievement of the objects.
- 1.4 The Friends have no responsibilities in administrative, disciplinary or educational matters affecting the School.

#### **2. Membership**

- 2.1 Membership of The Friends is open to any parent or any other person wishing to further the interests of the School, for example, a grandparent or legal guardian of a pupil or Worthian upon payment of an annual subscription to be determined by the General Committee, see para 2.3 below.
- 2.2 All members of the School Staff and their spouses and the Worth Monastic Community are ex-officio members of The Friends and shall not be required to pay any subscription.

- 2.3 The General Committee shall set, from time to time, the annual subscription which in its discretion could be a flat rate or determined by reference to any category of member of the Friends and it may collect such subscriptions in any way it thinks fit in consultation with the School.

### **3. Administration**

- 3.1 The Friends shall be overseen by a General Committee who may delegate day to day management of the Friends to a General Management Committee which in turn may delegate other functions to sub-committees.
- 3.2 The General Committee shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, Headmaster or his nominees (to a maximum of two), the Chairman of any sub-committee, and a representative from each of the Houses of the School (the "House Representatives") and such other members, in the discretion of the General Committee, as may be invited onto the General Committee from time to time
- 3.3 The Chairman and Vice Chairman will be nominated by the Headmaster. Once elected to the position of Vice Chairman, it is understood that the incumbent will move to the position of Chairman on completion of the Vice tenure.
- 3.4 The Secretary, Treasurer and House Representatives must stand for re-election each year at the Annual General Meeting.
- 3.5 The General Committee shall have the right to fill any vacancies on the General Committee from time to time, on a temporary basis to the next Annual general meeting when such individuals would stand for election in the normal way.
- 3.6 The General Committee shall meet at least once a term. Only one Representative from each House will be required to attend each General Committee meeting. A quorum of the General Committee shall be one third of the members of the General Committee, present at each meeting, of such committee. In the event of a tie the Chairman shall have a casting vote in addition to his ordinary vote.
- 3.7 The period that any member may serve on the General Committee shall not exceed 3 years in any one appointment
- 3.8 The compilation of the Friends of Worth Contact List is the responsibility of a member of the General Committee nominated by the Chairman. Use of this information by House Representatives is for the sole and exclusive purpose of communicating and supporting Friends of Worth social events, House events, or school events as requested by the Headmaster or his nominees, in accordance with the Data Protection Act. Failure to adhere to this requirement will automatically bring about de-selection from the General Committee and being a FOW representative..

### **4. Meetings**

- 4.1 Unless otherwise decided by the General Committee, the Annual General Meeting of the members shall be held no later than the end of the School summer term to review the past year's activities, to approve the financial accounts, to elect a General Committee for the coming year and to consider any other business.
- 4.2 Nominations to the General Committee, including office holders as referred to in Rule 3.3 above, must be submitted at least 21 days before the Annual General Meeting to the Secretary, who must have the written consent of the nominee and be proposed and seconded by two other Friends.
- 4.3 The General Committee, at its discretion, may call a Special General Meeting, on giving not less than fourteen days clear notice in writing to all members.
- 4.4 On receipt of a requisition in writing signed by not less than 40 members of the Friends of Worth parents, stating the objects for which the meeting is desired, a Special General Meeting shall be

called as soon as practicable by the Secretary who shall give at least fourteen days notice of the date of such meeting.

- 4.5 The agenda for each General Meeting shall be circulated to all members fourteen clear days before the meeting.
- 4.6 Decisions by a General Meeting shall, subject to clause 6.1, be by a simple majority of members present and voting. Voting at General Meetings shall be on a show of hands, unless a poll is demanded by at least 10 members present and voting at the meeting on or before the declaration of the results of a show of hands. In the event of a tie, the Chairman shall have a casting vote in addition to his ordinary vote.

## **5. Financial**

- 5.1 The funds of The Friends shall be applied solely for the objects and purpose of The Friends and any surplus on dissolution shall be applied for the general purposes of the School.
- 5.2 The Friends shall cause accounts to be kept of the income and expenditure of The Friends and such accounts shall be made up to 31<sup>st</sup> August each year, or such other date as may be appointed by the General Committee.
- 5.3 The accounts shall be examined and audited by the School's independent auditors, on an annual basis and the Friends may from time to time, at their discretion, in addition to any such examination and audit, carry out such financial review and evaluation as they may consider necessary and may retain a third party to carry such review/evaluation and consider any report arising there from.

## **6. Alterations**

Alterations to the Constitution shall require a two-thirds majority of those present at an Annual or Special General Meeting provided that members are notified of the proposed amendments not less than fourteen days before the General Meeting at which the amendment is to be considered.

## **7. Previous Constitutions**

This Constitution shall, with effect from the date hereof, be in substitution for all previous Constitutions of the Friends

19 April 2012