



EPSOM

COLLEGE

THE FRIENDS OF EPSOM COLLEGE CONSTITUTION

TITLE

1. The Society shall be known as THE FRIENDS OF EPSOM COLLEGE.

OBJECTIVES

2. The object of the Society is to support the Epsom College community. In furtherance of this object the Society may:
 - a. Develop more extended relationships between the staff, parents, past parents and others associated with the school through the organisation and provision of social events;
 - b. Engage in activities which support and advance the whole College community;
 - c. On occasion, and only when surplus funds arise, provide and assist in the provision of facilities for education at the school (not normally provided by the school).
3. The Society shall be non-party political and non-sectarian.

MEMBERSHIP

4. The parents or guardian of each pupil attending Epsom College are automatically Members of the Society.
5. Parents of past pupils may continue as Members if they wish.
6. Members of staff of Epsom College are Members of the Society.
7. The Committee shall have the power to elect persons not qualified to be Members, but from whose interest and support the Society would benefit.
8. All eligible Members shall be invited to all Society events.

SUBSCRIPTION

9. There is no cost to being a Member of the Society.

THE COMMITTEE

10. The management of the Society shall be vested in a Committee consisting of up to 15 Members who shall serve as Committee representatives, of whom three shall be Officers: President, Honorary Treasurer, Honorary Secretary, and up to twelve others shall be elected Committee representatives of whom at least seven must be parents or guardians of current pupils from a range of academic years. Ideally, one Committee representative should be a serving member of staff.

11. All Committee representatives, including the President and Honorary Treasurer, may serve an initial term of three consecutive years, and one further term of three consecutive years if they are reappointed by the Committee. The two terms must follow immediately after each other.
12. A Committee representative may be co-opted either as an Officer or Committee representative for one further year immediately after serving for six consecutive years, if the Committee agrees that the Society would benefit from their interest or support.
13. The maximum time a Member of the Society could serve on the Committee is seven consecutive years. This can be extended to ten consecutive years if the Member of the Society has served as an Officer for three years or more.
14. The Committee will appoint one of the Committee representatives to be the Minute Secretary. The Minute Secretary will continue in this role until such time as they choose to stand down, or come to the end of their tenure as a Committee representative.
15. The Honorary Secretary will be a serving member of the Epsom College teaching staff, with the appointee nominated by the Headmaster. The Honorary Secretary will serve for a period of three consecutive years. This period could be extended by up to one further term of three consecutive years with the approval of both the Headmaster and President. The Honorary Secretary may only serve a total of six consecutive years on the Committee as an Officer.
16. The Committee shall have the right to co-opt up to two extra representatives as required from time to time whose membership will be reviewed annually by the Committee.
17. A Committee representative or Officer would automatically step down from the Committee if they were absent from three consecutive meetings without reasonable cause.
18. If a vacancy for President, Honorary Treasurer or other Committee representative arises during the year the Committee has the power to fill the vacancy until the next AGM when that person would be eligible for election.

ELECTIONS TO THE COMMITTEE

19. The election or re-election of the President, Honorary Treasurer and Committee representatives shall take place at the Committee meeting immediately after the AGM.
20. The President, Honorary Treasurer and Committee representatives are elected by a simple majority of those present.
21. The Committee welcomes applications from Members wishing to be considered as Officers or Committee representatives. Initial expressions of interest from Members should be addressed to the Honorary Secretary.

COMMITTEE PROCEEDINGS

22. Committee meetings shall be held at least once each term.
23. Six members of the Committee shall constitute a quorum.
24. Every issue may be determined by a simple majority of the votes cast by Committee representatives present at the meeting.
25. Except for the President, who has a second or casting vote, every Committee representative has one vote on each issue at a Committee meeting.

26. The Committee may appoint sub-committees, as it deems necessary and prescribe their function. No such sub-committee shall expend funds of the Society otherwise than in accordance with a budget agreed by the Committee.

GENERAL MEETINGS

27. General Meetings shall be called by the Committee, or on the written request of at least twenty-five Members of the Society.
28. The Annual General Meeting (AGM) of the Society shall be held each year in the Michaelmas Term.
29. Every issue at a General Meeting may be determined by a simple majority of the votes cast by Members present at the meeting.
30. Except for the President, who has a second or casting vote, every Member has one vote on each issue at a General Meeting.

FINANCIAL MATTERS

31. The financial year shall commence on 1st September.
32. The Honorary Treasurer shall be responsible for keeping account of all income and expenditure and shall present the accounts duly examined by an Independent Examiner for approval by Members at the AGM.
33. Bank accounts shall be operated in the name of the Society and withdrawals shall be made on the signature of any two of the Officers of the Society, one of whom should be the President or Honorary Treasurer.

CONSTITUTION

34. Any matter not provided for in the Constitution and concerning the organisation and activities of the Society shall be dealt with by the Committee whose decision shall be final.
35. Changes to the Constitution shall only be made at a General Meeting of which at least fourteen days' notice in writing shall have been given. Such notice shall include proposed changes to the Constitution.
36. Alterations to the Constitution shall receive the assent of two thirds of the Members present and voting at a General Meeting.

DISSOLUTION

37. The Society may be dissolved by a resolution presented at a General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the Members of the Society but will be given to the College for the benefit of its pupils, or in the event of the College closing, to the school to which the majority of the pupils will go, in any manner that is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.