



An Association of Parents, Pupils and Friends of the School
Langley Park School for Boys
South Eden Park Road
Beckenham KENT
BR3 3BP
Registered Charity No. 1052772

CONSTITUTION

Last amended on 6th November 2018

- 1 The name of the Society shall be **The Friends of Langley Park School for Boys**.
- 2 The working names of the Society shall be **Friends of Langley Park School for Boys** or **Friends of LPSB**.
- 3 The objects of the Society shall be to support the education and welfare of pupils attending Langley Park School for Boys (hereinafter called "the School") by:
 - Raising or receiving money to provide or assist in the provision of facilities and equipment not normally provided by the Education & Skills Funding Agency;
 - Providing opportunities for encouraging closer co-operation between parents, staff, pupils, former pupils, local residents and businesses and any other friends of the School.

To this end the Society may subscribe to and/or make donations to other organisations, which may directly or indirectly benefit all or some of the pupils of the School.

- 4 The Society shall have no executive powers in the administration of the School nor any responsibility for the conduct of the curriculum, the internal organisation or discipline. These matters are the responsibility of the Board of Governors and/or the Headteacher acting under the powers and sanctions laid down by the Department for Education.
- 5 The Society shall be non-political and non-sectarian.
- 6 The Membership shall be:
 - Ordinary members – all parents and guardians of pupils of the School, all former pupils of the School and all other persons whose aim is to support the objects of the Society are eligible for ordinary membership.
 - Honorary members – all members of staff of the School.
- 7 The Officers of the Society shall be:
 - President who shall be the Headteacher of the School.
 - Vice President who shall be any member of the School's leadership group, as advised by the President.
 - Chair who shall be elected annually at the Annual General Meeting.
 - Vice Chair who shall be elected annually at the Annual General Meeting.
 - Honorary Secretary who shall be elected annually at the Annual General Meeting.
 - Honorary Treasurer who shall be elected annually at the Annual General Meeting.

Should the position of any Officer become vacant during a year, the remaining Officers will decide if a replacement is required before the next Annual General Meeting, and if so, a replacement will be elected at a Special General Meeting.

- 8 With the exception of the President and Vice President, all Officers when elected shall be parents or guardians of pupils attending the School and shall be ordinary members of the Society.
- 9 The business of the Society and the control of the assets of the Society shall be vested in the General Committee which shall be constituted as follows:
 - a. All Officers of the Society
 - b. Not more than fifty members elected annually at the Annual General Meeting, or by the General Committee at such other time as the Officers determine necessary, from those ordinary members of the Society who are parents or guardians of pupils attending the School
- 10 Members of the General Committee may be appointed by, and at the sole discretion of the General Committee as Assistant Secretary, Assistant Treasurer, Membership Secretary or Gift Aid Secretary, or such other positions as the General Committee consider necessary.
- 11 General Committee Meetings shall be held at least once a term at such times and places as the General Committee shall direct. A quorum of the General Committee shall consist of at least two Officers and four General Committee members.
- 12 The General Committee shall have the power to co-opt no more than five additional members to the General Committee and to appoint any persons to any number of sub-committees. The function of any such sub-committee shall be prescribed by the General Committee and any such sub-committee shall have no power to expend the funds of the Society or incur liabilities in the name of the Society without the approval of the General Committee.
- 13 The Annual General Meeting of the Society shall be held by 30th November of each year. Fourteen days' notice of the meeting shall be given to all parents and guardians of pupils of the School in the manner described in paragraph 19 below.
- 14 A Special General Meeting of the Society may be convened either at the request of the majority of the General Committee or at the request in writing of at least twenty ordinary members of the Society made to the Honorary Secretary. The Special General Meeting shall be held within thirty days of the receipt of the request and fourteen days' notice of the meeting shall be given to all parents and guardians of pupils of the School in the manner described in paragraph 19 below.
- 15 A quorum at any General Meeting shall consist of ten ordinary members of the Society.
- 16 No alteration to the Constitution of the Society shall be made except at a properly convened General Meeting.
- 17 Motions proposed, seconded and passed at any General Meeting or at any meeting of the General Committee shall be passed by a simple majority. In the event of an equality of votes the Chair of the meeting shall have the casting vote.
- 18 The financial year of the Society shall be from 1st August in each year to 31st July in the year following. The Honorary Treasurer shall present an examined statement of account at each Annual General Meeting in relation to the previous financial year. This examination shall follow the guidelines as set by the Charities Commission. An honorary examiner shall be appointed by a majority vote of the Officers. The cash funds of the Society shall be accounted for by the Honorary Treasurer and the General Committee is authorised to maintain accounts for the Society in the Society's name with any institution recognised and licensed by the appropriate authority. Withdrawals from any such account shall be signed by any two of the Chair, Honorary Secretary or Honorary Treasurer.

- 19 Notices of General Meetings of the Society shall be published and given by either offering each pupil of the School a written notice of the meeting which the pupil shall be asked to take and give to his parent or guardian, or by notice through the school electronic newsletter and noted on our web pages within the school website. The offer of either of such notice shall be deemed as sufficient observance of the requirements of paragraphs 13 and 14 above.
- 20 The Society shall take out public liability insurance to cover all its activities.
- 21 If the Society is dissolved any assets remaining after satisfying all outstanding debts and liabilities shall not be distributed amongst the members of the Society but shall be given to the School for the benefit of the pupils of the School in any manner which is exclusively charitable at law.
- 22 Any matter which is not provided for in the Constitution shall be dealt with by the General Committee.
- 23 For the purposes of the Charity Commission there shall be not more than four Trustees of the Society. The Trustees shall be the following Officers of the General Committee: Chair, Vice-Chair, Treasurer and Secretary, and the property of the Society (other than cash which shall be under the control of the Honorary Treasurer) shall be vested in them to be dealt with by them as the General Committee shall from time to time direct by resolution (of which an entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Society property.
- 24 The Trustees shall hold office until such time as the position is filled by a new Officer, death of the Trustee resignation of a Trustee as an Officer, or until removed from office by a resolution of the General Committee (which may be for any reason which may seem sufficient to a majority of the members of the General Committee present and voting at any General Committee Meeting).