

Moor House Family Association (MFA) Constitution



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Status:	Approved (subject to vote)
Lead manager:	Chair of the MFA
Next review date:	Spring Term 2026

Association name in full (proposed)

Moor House Family Association (MFA), Moor House School & College, Mill Lane, Hurst Green, Oxted, Surrey, RH8 9AQ

Purposes

The primary focus of the organisation is to be a support for parents and carers in the school and college and to enable parents and carers to meet other families in their year group and across the school's community, and to provide interesting and entertaining events for them to attend.

The association will use any excess funds raised through MFA events to support Moor House and advance the education, therapy and care of the students.

The MFA will operate as an unincorporated association (membership organisation)

Membership

Membership of the association (ordinary members) is restricted to:

- Parents/carers of any student currently attending Moor House School & College
- Any other person wishing to offer appropriate support or help to Moor House and who is accepted by invitation of the majority of the Committee

Membership is terminated if:

- The student leaves Moor House School & College
- The member resigns by written notice to the association
- The member dies

The Committee members may for good reason, regardless of whether or not this is at the request of the governing body or the Principal, exclude any person from membership or from attending an event whose presence at or support of the school and college is deemed a danger to Moor House or its students or staff; or might bring the association or Moor House into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

Officers

The Officers of the Moor House Family Association shall be Chairperson, Vice-Chairperson, Secretary and Treasurer. Such offices shall be subject to annual re-appointment.

Committee

The Committee, when elected, shall comprise the officers and Committee members all of whom must be ordinary members of the Moor House Family Association. Co-Opted Committee members (who need not necessarily be members of the Association) shall also form part of the Committee.

The Committee shall be elected at the Annual General Meeting (AGM) and shall serve until the next AGM. Co-opted Committee members may be co-opted by the Committee at any time and shall serve until the next AGM.

Nominations for election to the Committee shall be proposed and seconded by members and must have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM

A minimum of 2 Committee members is required.

A Committee member automatically ceases to be a member of the Committee if he or she:

- is deemed for whatever reason to be considered inappropriate to continue acting as a member;
- is incapable, whether mentally or physically, of managing his or her own affairs;
- is absent from three consecutive meetings of the Committee without any written apology/communication to the Committee;
- resigns by notification to the Committee (but only if at least 2 Committee members remain in office);
- is removed by a resolution passed by all other members of the Committee after inviting the views of the Committee member concerned and considering the matter in light of any such views.

A technical defect in the appointment of a Committee member of which the Committee are unaware at the time does not invalidate decisions taken at a subsequent meeting, with such a defective appointment being capable of future ratification.

Committee Meetings

The Committee must hold at least three meetings every academic year. The meetings can be held physically or virtually.

The Chair or (if the Chair is unable or unwilling to do so) some other member of the Committee chosen by the members present presides at each Committee meeting.

A quorum at a Committee meeting is 50%, rounded up to the nearest whole number, of the total number of Committee members. This applies where there are three or more Committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.

Every decision may be made by a simple majority of the votes cast at a Committee meeting. A resolution which is in writing (including by email) and signed by all Committee members/trustees is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

Except for the Chair of the meeting, who has a second or casting vote every Committee member has one vote on each issue.

Powers

The Committee members have the following powers, which may be exercised only in promoting the association's purposes:

- To co-operate with other bodies linked to Moor House School & College
- To utilise any excess funds raised through MFA events towards the procurement of facilities or equipment that supports Moor House and advances the education, therapy and care of the students.
- To set aside funds for special purposes or as reserves against future expenditure
- To deposit funds in an interest-bearing account
- To take out public liability and personal accident insurance to cover association meetings, activities, Committee members, to insure the association's property against any foreseeable risk and take out other insurance policies to protect the association where required
- To obtain and pay for goods and services as are necessary for carrying out the work of the association
- To consult parents on their views about specific MFA events
- To open and operate bank and other accounts as the Committee members consider necessary

- To do anything else within the law that promotes the purposes of the association BUT the Committee shall not undertake any activity in the school & college premises without the consent of the Principal.

General Meetings (Annual and Extraordinary)

All members are entitled to attend any general meeting of the association.

All general meetings are called by giving 21 clear days' written notice of the meeting to the members. The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda.

There is a quorum at a general meeting when the total number of members present (including Committee members) is at least equal to the number of Committee members in office at the start of the meeting.

Except where otherwise provided in this constitution (Dissolution), every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue.

The association must hold a general meeting within 12 months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive AGMs.

At an AGM the members:

- receive the accounts of the association for the previous financial year;
- receive the report of the Committee members on the association's activities since the previous AGM;
- elect the Committee members/trustees;
- appoint an independent examiner or auditor for the association if this is needed;
- discuss and determine any issues of policy or deal with any other business put before them.

A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by Committee members, these can be called by members of the association. This requires a request in writing to the Committee from 10 or more members. As a result, the Committee must call an EGM (give all members of the association notice of the EGM) within 21 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. This timeframe is designed to make allowances for school holidays.

Property & Funds

The property and funds of the MFA must only be used to fulfil the purposes of the association.

Committee members can enter into contracts for the provision of goods and services to the association (but not contracts of employment with the association) provided that:

- the maximum amount is set out in writing and is reasonable for the services provided;
- the Committee members are satisfied that the agreement is in the interests of the association before entering into it.

Whenever a Committee member has a personal interest in a matter to be discussed at a meeting or where they or immediate family have links to a body being considered for the provision of goods and services to the association the Committee member must:

- declare an interest before discussion begins on the matter;
- withdraw from that part of the meeting, unless expressly invited to remain in order to provide information;
- not be counted in the quorum for that part of the meeting;
- withdraw during the vote and have no vote on the matter.

Records & Accounts

The funds of the Association shall be lodged at either a Bank or Building Society in the name of the Association and the account shall be operated on the signature of the Treasurer and either the Secretary, Chairperson, or Vice Chairperson.

The financial year shall end in April (tbc)

The Treasurer shall be responsible for keeping accounts of all income and expenditure and shall present the accounts duly examined for approval by the Committee at the AGM.

The Committee must comply with the requirements of the Charities Act 2022 and/or other statutory legislation the might apply to the association relating to the keeping of financial records, the audit or independent examination of:

- Annual reports
- Annual returns
- Annual statements of accounts

The Committee must keep proper records of:

- All proceedings at general meetings

- All proceedings at Committee meetings
- All reports of sub-Committees

Annual reports and statements of accounts relating to the MFA must be made available for inspection by any member of the association.

Notices

Notice of any general meeting of the association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the association to its members.

Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school and college.

The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member.

A technical defect in the giving of notice which the members or Committee members are unaware of at the time does not invalidate decisions taken at a general meeting.

Amendments

This constitution may only be amended with the agreement of the governing body of Moor House School & College.

Dissolution

The association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the association.

The net assets shall not be distributed among the members of the association but will be given to Moor House School & College for the benefit of the students at the school and college. In the event of Moor House closing, any remaining funds could be distributed to neighbouring schools or other SEN schools as selected by the Committee. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose with similar charitable objectives to Moor House School & College.