



ST. EDWARD'S
OXFORD

Constitution and Rules

1. NAME

The Association shall be known as the 'Friends of St Edward's'.

2. OBJECTIVES

2.1. The Objectives of the Association are:

- 2.1.1. to provide parents and members a forum to meet on a social basis
- 2.1.2. to promote good relations, co-operation and communication between members and within the whole community of St Edward's School ('the School')
- 2.1.3. to work with the Beyond Teddies team to support their activities across the Community; Partner Organisations and to aid Fundraising
- 2.1.4. to work with the Careers Department in fostering contacts to support the work of the Careers Department

2.2. The Association has no role in educational, administrative or pastoral matters and as such can offer no advice on these subjects to parents.

3. MEMBERSHIP

3.1. Membership of the Association is open to all staff, parents, guardians and relatives of present and former pupils, and friends of the School. The President of the Association shall be the Warden.

4. ANNUAL GENERAL MEETING ("AGM")

An AGM shall be held in the Summer Term in each school year to receive audited accounts and to elect or re-elect officers, who shall take office immediately after the AGM. The Officers shall arrange a committee meeting to take place before the end of the Summer Term.

5. COMMITTEE

5.1. Management of the Association shall be vested in a committee to be elected at the AGM each year.

5.2. The Committee shall consist of two parent representatives from each Boarding House ideally one from the lower years (Shell – 5th Form) and one representing the Sixth Form, plus two members of staff. The Committee where possible will ensure representatives reflect a balance between day, weekly and full boarding and international families

5.3. Committee members shall hold office for three years and be eligible for re-election twice (Maximum term of office is therefore nine years.)

5.4. The Officers of the Committee shall be elected by the Committee at the AGM and comprise:

- 5.4.1. **President:** If the President is unable to attend a Committee meeting, s/he may nominate a Deputy or a member of the senior management team to attend the meeting as their representative if required.



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- 5.4.2. **Chair:** who shall hold office for up to two years.
Vice Chair: is expected will take over the Chair after a year as Vice Chair.
- 5.4.3. **Secretary:** should be a member of staff elected to the committee.
- 5.5. Eight members of the Committee, at least 1 of whom shall be Officers and 1 a member of staff, shall represent a quorum.
- 5.6. Any member of the Committee who is unable to attend three consecutive meetings shall be deemed to have resigned.
- 5.7. Ambassadors are parents within the Teddies Community who would like to have a more active role within the school supporting the purpose of the Friends. There is no limit on the number of Ambassadors. They will have no official role on the committee but may be co-opted to fill casual or permanent committee vacancies.
- 5.8. Administrative support for the Committee will be provided by the Beyond Teddies Team.
- 5.9. In the event that the only available candidates for any of the Officers of the Committee are members who are likely to exceed a maximum term as either a Committee member or as an Officer, then the Association may by resolution at a general meeting determine that such candidates may serve for such period as the meeting determines to ensure the orderly governance of the Association.

6. ACTIVITIES

- 6.1. The Association will organise social and other events to meet its objectives.
- 6.2. The Association may also from time to time organise fundraising activities intended to benefit the School or the School's chosen charity/charities.

7. COMMUNICATION

- 7.1. The School will maintain a page on its website for the Association.
- 7.2. The School will support the Committee and its activities by promoting them in external communication material where appropriate.
- 7.3. The School will manage an email account for the Association for communication with members.

8. THE CONSTITUTION

- 8.1. Any changes to the Constitution shall be recommended by the Committee and voted on at the AGM. Adoption shall be by vote upon a simple majority in favour. In the event of a tie, the Chair shall have the casting vote.
- 8.2. Any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed to be final.