

# **UNINCORPORATED ASSOCIATION CONSTITUTION**

## **Merseyside Spanish Supplementary School**

### **1 NAME**

The association's name is Merseyside Spanish Supplementary School

### **2 THE PURPOSES OF THE ASSOCIATION ARE:-**

- 2.1 to promote the use of Spanish, by teaching Spanish language and culture in Merseyside and surrounding areas;
- 2.2 to organise cultural events, that help to increase traditions of Spanish speaking countries awareness to children between 0 to 17 years of age and adults, and allow them to interact with other children in a bilingual environment; and
- 2.3 to advance the education of children and young people through such means as the members think fit

### **3 TRUSTEES**

The association shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the association.

The committee of trustees will have at least 3 members (Chair, Secretary and Treasurer)

### **4 CARRYING OUT THE PURPOSES**

In order to carry out the association's purposes, the trustees have the power to:

- (1) raise funds, receive grants and donations
- (2) apply funds to carry out the work of the association
- (3) co-operate with and support other associations and charities with similar purposes
- (4) do anything which is lawful and necessary to achieve the purposes

### **5 MEMBERSHIP**

The association shall have a membership. People who support the work of the association and are aged 18 or over, can apply to the trustees to become a member. Once accepted by the trustees, membership lasts for 1 years and may be renewed. The trustees will keep an up-to-date membership list.

The trustees may remove a person's membership if they believe it is in the best interests of the association. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend.

### **6 ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) There must be at least \_6\_ members present at the AGM.
- (3) Every member has one vote.
- (4) The trustees shall present the annual report and accounts.
- (5) Any member may stand for election as a trustee.
- (6) Members shall elect between 3 and 15 trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.
- (7) Trustees will be elected or re-elected at each AGM, by simple majority vote.

## **7 TRUSTEE MEETINGS**

- (1) Trustees must hold at least 3 meetings each year. At their first meeting after the AGM they will elect at least a chair, treasurer and secretary. Trustees may act by majority decision.
- (2) At least 3 trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (3) If trustees have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (4) During the year, the trustees may appoint up to 2 additional trustees. They will stand down at the next AGM.
- (5) The trustees may make reasonable additional rules to help run the association. These rules must not conflict with this constitution or the law.

## **8 MONEY AND PROPERTY**

- (1) Money and property must only be used for the association's purposes.
- (2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Trustees cannot receive any money or property from the association, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the association's bank account. All cheques must be signed by 2 trustees.
- (5) The association account will be held at Santander UK Plc. bank, with account number \_\_\_\_\_, and it will be in the name of at least the Treasurer and Chair. The bank account address will be that of the serving Association Chair.

## 9 GENERAL MEETINGS

If the Trustees consider it is necessary to change the constitution, or wind up the association, they must call a General Meeting so that the membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a association with similar purposes to this one.
- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a association.
- (3) **General Meeting** - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership

## 10 SETTING UP THE ASSOCIATION

This constitution was adopted on 11<sup>th</sup> March 2018 by the people whose signatures appear below. They are the first members of the association and will be the trustees until the AGM, which must be held within one year of this date.

**Signed**

**Print name and address**

E P

A I A (Chair)

E N V

C S L

G R C (Secretary)

V G D

E R G

L G B (Treasurer)