



Friends of Rowan Association

Bylaws (Adopted 22nd June 2017 and amended 25th June 2024)

1. These Bylaws are issued to supplement the Association's constitution in force from time to time ("Constitution") and defined terms in the Constitution which are used in these Bylaws have the same meaning.

In addition:

"Class" means any class in any year at the School;

"Reps" means any Members appointed by any Class to act as its representative for any particular school year;

"Reps Meeting" means any meeting of the Reps called by the Association.

2. Funding Requests

The Association raises money throughout the school year which must be spent in accordance with the objects in the Constitution. The objects do not include "fund raising" but the "provision of facilities" and therefore the Association should strive to improve facilities at Rowan Preparatory School ("School") rather than accumulate funds.

The Association aims to fund what can be described as "Extras" rather than "Essentials" that the School should be expected to fund. Items can fall into either categories and there are grey areas in between. Members will have different views and this is likely to be the cause of discussion among Members. If an item is agreed as an Essential but the School do not have the budget or inclination to pay for it, then it could well become an Extra. The Members will bear these considerations in mind before approving funding.

Suggestions for Funding Requests may be made by the School, the Friends of Rowan (FoR) Committee, or any individual parent member, by presenting their suggestions to the Committee.

Written Funding Requests (Appendix 1) will be prepared to explain and justify all capital expenditure presented to the Committee and, for requests over £500, these will be treated in the following manner:

- a. The Committee will vet the Funding Request and approve it for submission to the Reps or not;
- b. Any such Committee approved Funding Request will be circulated to all Reps at least 10 days before the date of the specified Vote Closing Date, which may be a Reps Meeting;
- c. **Each Class has only one vote via its Reps no matter how many Reps that Class has. Reps should ascertain their vote by circulating the Funding Request to their Class, stating which way they propose to vote (where a Class has two or more Reps they need to agree on the way to vote or state**

that they cannot agree so will abstain). Members need only respond if they object to the way the Rep intends to vote and the Rep should reconsider their vote in the event of a majority objection or compelling reason. (For the avoidance of doubt, a Rep should act on their conscience and is not expected to chase up votes or feedback from their Class);

- d. Votes may be cast by email to the Secretary or Chair, by written proxy or in person at a Reps Meeting;
- e. In a FOR or AGAINST vote, votes not cast will be deemed to be FOR the Funding Request;
- f. Where a Rep wishes to abstain, that vote will be counted as AGAINST the proposal but a record will be kept of the abstention;
- g. Classes that have not appointed a Rep will have their vote cast FOR the Funding Request;
- h. In an EITHER / OR vote, votes not cast will not be counted for either option;
- i. Resolutions are passed by simple majority but it should be noted that valuable comments are often derived from Reps meetings and/or situations change before expenditure is finally incurred. The Committee will act in good faith as they think most appropriate in the circumstances;
- j. Reps will be advised of the status and final outcomes by email or at the next meeting in a spirit of openness.

In this way, active Members and Reps will participate in decision making while inactive Members will not be able to hinder the decision making process. Members and Reps have to exercise their right to be heard.

The Committee may approve, or not, all uncontroversial requests of £500 or under without submission to Reps, but will inform Reps of all requests approved in this way by email or at the next meeting.

For the avoidance of doubt, the Committee can and will approve reasonable expenditure necessary for the day to day operations of the Association without recourse to Reps.

3. Other Motions for Voting

Other Motions for voting, such as the amendment of the Bylaws, can be voted upon in the same manner as Funding Requests as an EITHER/OR vote where applicable, or at a general meeting, as the Committee decides.

4. Bank Account

The Bank Account must be operated by dual signatories at all times, other than set out below. The cheque book must be held in the custody of the Treasurer. Up to two Authorised Signatories can hold a debit card for the Bank Account.

Any two Committee members can authorise any cheque or payment amount, although in practice it is expected that the Treasurer or Chair will be one of the Authorised Signatories.

As internet banking payments and debit card transactions can only be dealt with by one authorised person at a time, amounts of £500 or under can be paid by the Internet Banking

Authorised Signatory or Debit Card Holder without referral to the Committee. Amounts over £500 can be paid online by the Internet Banking Authorised Signatory or by the Debit Card Holder provided they have the written authorisation (email is acceptable) of at least one other Authorised Signatory, or a minuted approval for the expenditure, provided it is within the budget approved by the Committee.

5. Accounting Records

Accurate accounting records for the Association must be maintained and kept for a minimum of six financial years. The accounting records should be saved in the Friends of Rowan folder of the School's SharePoint system and include:

- a. a cashbook, as the main accounting record, with receipts and payments analysed under relevant headings;
- b. a record of the Association's assets and liabilities;
- c. bank statements;
- d. copies of invoices, receipts, other written records of expenses;
- e. support for gift aid claims;
- f. annual accounts;
- g. supporting documentation for funding claims by the School.

Copies of Committee members' receipts for agreed expenses should be provided to the Treasurer before reimbursement.

6. Insurance

The Association must ensure it has its own adequate Public Liability Insurance and Property Insurance in place every year. This could be through the Association's membership of Parentkind or another membership association for PTAs. The Treasurer will provide a copy of the insurance certificate to Committee members. The Association will also insure the Committee re any legal exposure re their roles as such at reasonable and prudent levels and costs.

Before holding any events, the Association must obtain declarations from all third-party service providers such as caterers, entertainers, stall holders that they have adequate public liability insurance of their own in place and obtain proof of insurance, such as a certificate, that shows the insurance is in force for the date of the event and the limit of indemnity they have. The adequacy of their cover should be considered in line with the type of activity they perform, the number of attendees and requirement of the Association's own risk assessment. The Association should also ask to see proof of safety checks for any equipment third-party suppliers are bringing, their risk assessments and, if applicable, food hygiene certificates. This documentation should be kept on file by the Association in the event of an insurance claim.

7. Transparency

The Association will make the following documents available to the Members on either the School website or its own website to ensure transparency and accountability, such as:

- a. its Constitution;
- b. its Bylaws;

- c. the last AGM minutes;
- d. the latest Financial Accounts (no later than ten months after the year-end);
- e. details of current Committee members and Reps.

The Association will also provide Members with details of current Reps and minutes of the last three Rep Meetings upon request.