



Friends of Calmore Infant School

Rules

1. The PTA should be known as THE FRIENDS OF CALMORE INFANT SCHOOL (FCIS)
2. The FCIS Council will meet 6 times a year.
The AGM will be held in September of each year. At this meeting the following Office Bearers will be elected.

Chairperson

Vice Chairperson

Secretary

Treasurer

Each position is held for one year and are eligible for re-election for a further years.

3. Finance. The Treasurer will present a financial report at the AGM
4. The AGM of FCIS shall agree an amount payable to school and this should be sent to school by 30th September in any year. If finances allow, further payments will be made to school throughout the school year.
5. The Chairperson, Vice Chairperson and Treasurer will be appointed by the Committee to be signatories to the FCIS Bank Account. 2 signatures shall be required on cheques or for the withdrawal of money. The Chairperson and Treasurer will hold a FCIS Debit Card. Expenses will be paid as necessary and the relevant paperwork to be completed.
6. The FCIS shall plan Fund Raising Events throughout the year.
7. These rules may only be changed at a meeting of the FCIS Committee with the majority of vote of two thirds of those present and voting. Notice of any motion regarding change in the rules shall be circulated to FCIS Committee at least six weeks before the meeting.

Updated September 2024