

# **PARENTS ASSOCIATION CONSTITUTION**

## **OBJECTIVES**

The Objectives of the Parents Association are:

-To enhance the educational experience of the pupils by providing practical assistance and funding for additional academic and extracurricular activities at the school.

- To enhance relationships between the staff, parents and families associated with the school.

We achieve these objectives by organising a number of social events each year, and offering support for other events organised by the school.

## **MEMBERSHIP**

All parents and legal guardians of children currently attending the Preparatory School (including the Nursery) and the Senior School, are automatically members of the Association, as are current members of school staff. Parents and legal guardians whose children have left the school may not continue as members or in any post of the Association.

Membership is terminated if:

- The member ceases to be a parent or legal guardian of a pupil at the school, or ceases to be a staff member.

— The member dies.

— The member resigns by written notice to the Secretary.

— Committee members may for good reason exclude any person from membership or from attending an event whose presence at, or support of the school is deemed by the Committee as a risk or danger to the school, or its pupils or staff, or might bring the Association into disrepute. Exclusion is not effective until the member concerned has been notified

in writing of the proposal and the reasons for it. Those being excluded have the right to appeal in writing to the Chairperson within 14 days of the notice of exclusion. Following an appeal, the Chairperson will respond in writing within 21 days. The Chairperson's decision is final and there is no further right of appeal.

All members are entitled to attend the Annual General Meeting (AGM) which will be held in the Autumn Term.

### **THE COMMITTEE**

The Annual General Meeting will be advertised in the Autumn Term calendar and will also be displayed on the school website.

Committee members shall be elected at the AGM and shall hold office until the next AGM. Each of the posts of Chairperson, Vice-chair, Treasurer and Secretary will be elected at the AGM.

The Committee will consist of no more than 13 members from whom officers will be elected to the posts of Chairperson, Vice-chair, Treasurer and Secretary. In addition to the 13 members, there will be 5 ex-officio representatives, being the heads of each school and the assistant bursar, plus a member of teaching staff from each school. Membership on the Committee will normally reflect a balance between the Prep and Senior Schools. A quorum will be a minimum of five elected members of the Committee.

Although ex-officio members are non-voting, their advice and guidance on any matters will be essential to the success of any decisions taken by the Committee.

Committee meetings shall be held at least once each term. Committee members are asked to attend all meetings. Should three consecutive meetings be missed without reasonable cause, it will be assumed that membership is no longer desired and they shall be assumed to have resigned. Minutes will no longer be forwarded.

The Committee shall have the power to co-opt additional members between AGMs to make up any shortfall in committee numbers until election at the next Annual General Meeting.

A list of Committee members will be posted on the school website.

## **NOMINATIONS**

Nominations for election to the Committee may be made by any member of the Association and seconded by another. Nominations should be made in writing to the Secretary no later than three weeks before an AGM.

New nominations for election to the posts of Chairperson, Vice-chair, Treasurer and Secretary may be made by any member of the Committee and seconded by any member. Nominations should be made in writing to the Secretary no later than three weeks before an AGM. Existing post holders must inform the Secretary of their intentions to stand down no later than three weeks before an AGM.

At the AGM, the Chair will stand down and the Headmaster will preside over the election of a new Chair, Vice – Chair, Treasurer and Secretary. In the event that there is more than one nomination for any of the posts, then the vote will be taken by a show of hands. The chair will then take votes for the remaining posts.

In the event where the number of nominations for the committee exceeds the number of vacancies then those members who are entitled to vote will use the voting slips to vote for the person who they would like from the candidates wishing to become a committee member. This process will continue until all posts have been filled. The votes will be counted by the Secretary.

Committee members must stand for re-election annually and may serve for a maximum term of 5 years after which time they must resign from the Committee but maybe re-elected. Existing Committee members do not need to be nominated or seconded prior to the AGM but will need to be re-elected at the AGM.

In addition to being elected to the Committee, members may volunteer to become 'Friends of West Buckland School Parents' Association'. These

members are willing to be called upon for help in achieving the objectives but prefer not to be under the obligation to attend meetings.

### **The AGM**

At the AGM the members will:

- Receive the summary of accounts of the Association for the previous year.
- Receive the report of the Committee members on the Association's activities since the previous AGM.
- Elect the Committee members.

### **EXTRAORDINARY GENERAL MEETING**

An EGM may be called at any time by the Committee and must be in writing, addressed to the Secretary.

Details of the meeting, its purpose and agenda will be published on the School website via the parent portal.

### **Management of Funds**

Any funds accumulating will be banked in the name of West Buckland School Parents' Association.

Any expenditure shall be approved by the Committee and authorised by the Officers. Any monies drawn will require signatures from two Officers. The Committee will decide on a reasonable sum of working capital to be carried forward to each financial year.

The Treasurer will be responsible for keeping account of all income and expenditure and shall present a financial report to all committee meetings.

The financial year shall commence on 1<sup>st</sup> September each year.

A suitably qualified person, who has been ratified by the Committee, shall conduct a financial check of the accounts before the Annual General Meeting.

**Changes to the constitution:**

No alterations to this Constitution may be made except at the Annual General Meeting or at an Extraordinary General Meeting called for this purpose. Any proposed changes to this constitution shall be sent in writing, seconded, to the Secretary. These proposals will be published on the school web-site by the Secretary 28 days prior to the discussion at the General Meeting.