

GREAT ADDINGTON PARENTS SCHOOL ASSOCIATION

CONSTITUTION

1. The name of the Association shall be Great Addington Parents School Association.
2. The object of the Association is to advance the education of the pupils in the School. In furtherance of this object the Association may:-
 - (a) Develop more extended relationships between the staff, parents and others associated with the School;
 - (b) Engage in activities which support the School and advance the education of the pupils attending it;
 - (c) Provide and assist in the provision of such facilities or items for education at the School (not provided from statutory funds) as the Committee in consultation with the governing body shall from time to time determine.
3. The Association shall be non party political and non sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and Committee.
5. Membership shall consist of parents and/or guardians of pupils attending the School and staff.
6. The management of the Association shall be vested in a Committee consisting of the following officers: - Chairman, Honorary Secretary and Honorary Treasurer together with a minimum of four other members.
7. The officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement at the next Annual General Meeting.
8. Five members of the Committee shall constitute a quorum.
9. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
10. Committee meetings shall be held at least once each term.
11. The Annual General Meeting will be held within the first six weeks of the Autumn Term. At the Annual General Meeting, the chair shall be taken by the Chairman or in his/her absence the Secretary or a member of the Committee.

12. Nominations to the Committee shall be proposed and seconded by members and should have the consent of the nominees. Nominations may be made at any time prior to the commencement of the Annual General Meeting.
13. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
14. One Auditor who is not a member of the Committee shall be elected annually at the AGM to audit the accounts and books of the Association.
15. Special General Meetings may be called at the written request of a minimum of ten members.
16. Fourteen days notice shall be given of any Special General Meeting to all members of the Association.
17. The Honorary Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all committee meetings, and shall present the accounts duly audited for approval by the members at the Annual General Meeting.
18. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two Officers of the Association.
19. The financial year shall commence on 1st September annually.
20. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
21. No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clauses 2, 21 and 22 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.
22. The Association may be dissolved by a resolution represented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such a resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the School for the benefit of the children of the School, or in the event of a school closure to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable cause.

23. Prior to organising any fundraising event the Association will carry out a risk assessment to ensure that necessary measures are taken to protect the health and safety of the children, Association and others in attendance.

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