

Whitnash Primary School Association

CONSTITUTION

1. NAME

The name of the Association shall be Whitnash Primary School Association

2. MEMBERSHIP

Member of the Association shall be open to:

- a. Parents and guardians of pupils in attendance at Whitnash Primary School. Parents' eligibility shall cease at the end of the session during which their last child leaves the school.
- b. Serving members of the teaching and non-teaching staff at Whitnash Primary School.

3. AIMS

- a. To raise funds to support school activities
- b. To organise social events for parents, pupils and staff to develop effective relationships within the school community.

4. DUTIES

- a. To publish or distribute information.
- b. To raise funds.
- c. To set aside funds for special purposes or as reserves against future expenditure.
- d. To take out personal accident insurance to cover Association meetings, activities, Officers and Committee Members, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required.
- e. To take out public liability insurance to cover all Association meetings and activities.
- f. To take out a Gaming License to cover all lotteries, raffles and games as required.
- g. To pay the costs of forming and running the Association.
- h. To do anything else within the law which promotes the aims of the Association.

The Committee shall not confirm any activity in the school premises without the approval of the Head teacher or delegated senior manager.

5. COMMITTEE

- a. The business of the Association shall be managed by a Committee consisting of the Office Bearers (Chairperson, Secretary and Treasurer) and at least 3 other parent members. At least 1 member of the teaching staff will also be members of the Committee; this membership can be on a rota basis on order to fit in with teaching commitments.
- b. The Committee shall have the power to appoint Committee members when the need arises during their current year of office as well as the power to appoint sub-committees who in turn may co-opt members if necessary.
- c. All members of the Committee shall retire annually but be eligible for re-election immediately.
- d. The Office Bearers shall be appointed annually, by the Committee at the AGM.

6. GENERAL MEETINGS

- a. The Committee shall meet as frequently as may be found necessary, but not less often than once per half-term, and at any time on request of the Chairperson.
- b. 5 working days notice must be given before a Committee meeting.
- c. The meeting will be declared quorate if 50% of Committee members are in attendance.

All members are entitled to attend any AGM or GM of the Association.

7. AGM

The Annual General Meeting of the Association shall be held in the month of October each year to receive the reports of the retiring Committee, to elect a new Committee and to deal with any other competent business. At the AGM the Committee will:

- a. Receive the accounts of the Association for the previous financial year.
- b. Receive the report of the Committee on the Associations' activities since the previous AGM.
- c. Elect the Committee.
- d. Ensure accounts are audited.

- e. One member, seconded by another, may make nominations for election as an Officer Committee member or as an Ordinary Committee member. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair before the meeting, but may be made verbally at the meeting until the election process has been completed.

At the AGM, each Office Bearer shall give reports and any other competent business will be discussed.

All Officers and Committee members shall be eligible for re-election.

8. RECORDS AND ACCOUNTS

- a. The funds of the Association shall be lodged in a bank in the name of the Association.
- b. Money may be drawn from the account in the signature of 1 Office Bearer, 1 Committee Member and 1 member of Teaching Staff.
- c. Such funds referred to above shall not be regarded in any way as part of school funds, in the event of the winding up of the Association all balances in hand should automatically be transferred for the benefit of the school.
- d. The accounts of the Association shall be closed in August annually and shall be audited, and presented to the AGM and the School Governing Body.
- e. The Secretary shall make a brief record (minutes) of the discussion and decisions taken at each Committee meeting and at the AGM. Minutes shall be available for inspection by any member of the Association on request.
- f. The auditor shall not be a member of the Committee and shall be a competent person appointed for the ensuing year at the AGM

9. AMENDMENTS

This Constitution may be amended at an Annual General Meeting by two-thirds majority of the votes cast, but:

- The members must be given 21 days clear notice of the proposed amendments.
- No amendment is valid if it would make a fundamental change to the aims of the Association.

10. NOTICES

Notices under this Constitution may be sent by hand, by post, by suitable electronic means or in any newsletter distributed by the Association. Notification by hand to parents, guardians and carers via their children may be with or without other communications from the school.

11. DISSOLUTION

The Association may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.

The net assets shall not be distributed among the members of the Association, but will be given to the School for the benefit of the pupils of the School, or in the event of the School closing, to such other neighbouring school or schools as decided by the committee. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.