

Simmondley School Parents' Association



Registered Charity Number 510722

pa@simmondleyprimaryschool.com

The Constitution
of
Simmondley School PA
for
Simmondley Primary School



1. THE ASSOCIATION

The association will be known as Simmondley School Parents' Association.

2. OBJECTIVES

Simmondley School Parents' Association exists to encourage and advance the education, enrichment and well-being of the children of the School. The Association may:

- i. Develop more extended relationships between staff, parents, carers and others associated with the School.
- ii. Engage in activities, which support the School and advance the education of the pupils that make up the School.
- iii. Provide and assist in the provision of facilities for education at the School which may not normally be provided by the Local Education Authority.

3. COMPOSITION

Simmondley School Parents' Association shall be made up of a mixture of parents, carers, staff and governors associated with the School.

- i. It shall be run by a committee made up of members AND the following roles
Chairperson, Vice Chair Person Secretary and Treasurer.
- ii. The officers shall serve a one year term and can stand for nomination, proposing and seconding at the Annual General Meeting.
- iii. If, for any reason, a post has to be vacated before the end of the term of office, the committee may fill the vacancy by general agreement.
- iv. Class Representatives will also be appointed for each class.

4. MEETINGS

- i. The Association is required to meet at least once a term, or more regularly depending on events being organised, or projects being worked on. Also, an Annual General Meeting (AGM) will be held once each academic year in September.
- ii. There must be at least 10 committee members present for the meeting to be quorum.
- iii. At the AGM, the Chair will be taken by the Chairperson, or in his/her absence the Vice Chair will Chair the meeting.

- iv. The committee may appoint smaller groups to run specific projects or events. They will be required to work within a given budget. Any additional expenditure should be authorised by the Treasurer.
- v. Any matter not provided for in the Constitution and concerning its organisation and activities shall be dealt with by Chair, Vice Chair and Secretary its decision shall be final.

5. SPECIAL MEETINGS

- i. Special General Meetings may be called at the written request of a minimum number of 5 members.
- ii. Fourteen days notice will be given of any Special General Meeting.
- iii. The association may only be dissolved by a resolution presented at the Special General Meeting called for this purpose. The association must have the agreement of two thirds of those present. Such resolutions may give instructions for the dispersal of any assets remaining after satisfying any outstanding debts and liabilities.
- iv. Any assets remaining shall be given to the School for the benefit of the children of the School.

6. LEGAL REQUIREMENTS

- i. The association will take out Public Liability Insurance and Personal Accident Insurance to cover its meetings, activities, officers and committee.
- ii. An auditor, who is not a committee member, shall be elected annually to audit the accounts and books of the association.
- iii. Any changes to the constitution shall require the agreement of two thirds of those present and shall be approved at the AGM.

7. ACCOUNTING

- i. The financial year will commence on 1st September each year.
- ii. Bank accounts shall be operated in the name of the association and withdrawals shall be made on the signature of two named officers of the association.
- iii. The Treasurer shall take responsibility for keeping account of all income and expenditure, and shall present the accounts duly audited at the AGM.

This constitution comes into force on _____, and shall remain in force until altered in accordance with the provisions of this constitution.

Signed: