



ST OLAVE'S PARENTS' ASSOCIATION **CONSTITUTION**

NAME

1. The name of the Association shall be ST OLAVE'S PARENTS' ASSOCIATION ("the Association").

OBJECT

2. The object of the Association is to advance the education of the pupils in the school. In furtherance of the object the Association may:
 - 2.1 – Develop more extended relationships between the parents and others associated with the School.
 - 2.2 – Engage in activities which support the School and advance the education and development of the pupils attending it.
 - 2.3 – 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, or its representative, shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.

OFFICERS AND MEMBERS

4. Membership of the Association shall be open to parents and guardians of pupils attending the School, staff employed at the School and such other persons subscribing to the objects of the Association as the Committee may at their discretion determine.
5. The President of the Association shall be the Headteacher of the School. The President will offer guidance to the PA on how its resources might be used to benefit students.
6. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
7. The Chair or other Officers may be removed from office at a Special General Meeting of the Association called for this purpose by a majority of two thirds of those present.
8. The Management and control of the Association shall be vested in a Committee which shall consist of the following Officers, Chair, Secretary and Treasurer, together with other members of the Committee (to include additional officers appointed under Clause 11). In addition the Governing Body may nominate one Governor Representative, to serve as a member of the Committee.
9. Members of the teaching staff are entitled to attend meetings of the Committee and join in discussion, but shall not be entitled to vote on Committee matters.

10. Vacancies amongst officers appointed by the General Meeting of the Association may be filled by the Committee from amongst its elected or co-opted number.
11. The Committee may appoint other Officers from their number at any Committee meeting, for example, Vice-Chair, Assistant Secretary, Assistant Treasurer, or Publicity Officer. Officers so appointed retain office until the next Annual General Meeting.
12. The Committee shall have the power to co-opt additional members to either the Committee or any sub-Committee.
13. Six members of the Committee shall constitute a quorum.
14. In the event of a tied vote the Chair of the committee meeting shall have a casting vote.
15. The Committee shall have full power to conduct and superintend the actives of the Association, and will exercise such powers to perform such duties as expressly directed by the Association.
16. At least one meeting of the Committee shall be held in each term, at such times and places as the Committee may direct. Except that four members of the Committee may call a Special Committee Meeting by giving seven days' notice to all Officers and Members of the Committee, stating the reason for the request. A Special Committee Meeting must be convened on a weekday between 7pm and 10pm.
17. Every Committee member shall be indemnified out of the funds of the Association against all loss or expenditure properly incurred in the discharge of their duties.
18. No Committee member shall be liable for any loss incurred by the Association as a result of the execution of their duties other than through dishonesty or lack of good faith.

THE DUTIES OF THE SECRETARY

19. The Secretary shall ensure the production and retention of minutes of every General Meeting of the Association and of every meeting of the Committee. Such minutes shall be approved and signed by the Chair at the next General or Committee meeting respectively.

THE DUTIES OF THE TREASURER

20. The 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 of the Association at the Annual General Meeting.
21. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the following: Chair, Secretary and Treasurer.
22. The Financial Year shall commence on 1st September annually.

SUB-COMMITTEES

23. 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 back 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.

GENERAL MEETINGS

24. The Annual General Meeting of the Association shall be held during the Autumn Term and shall transact the following business:

- 24.1 – to adopt the minutes of the previous Annual General Meeting.
- 24.2 – to receive and adopt the audited accounts for the preceding financial year.
- 24.3 – to receive the reports of the Chair and President.
- 24.4 – to elect a Chair, Treasurer and Secretary
- 24.5 – to elect the other members of the Committee
- 24.6 – to elect an appropriately qualified individual who is not a member of the Committee to independently examine the accounts and books of the Association.
25. The Officers and Committee retire at the Annual General Meeting immediately prior to the election of the Officers and Committee members; but may offer themselves for re-election if still eligible as members of the Association.
26. Nominations for Officers and Members of the Committee positions must be received by the Secretary, in writing (to include the name of the proposer and seconder, and the consent of the nominee), no later than 24 hours before the appointed time for the Annual General Meeting.
27. In the event of there being more nominations than vacancies for any post, a ballot will be held at the Annual General Meeting, the elected person(s) being the candidate(s) with the most votes.
28. In the event that less nominations are received than Committee positions are available, the Chair of the meeting may, at his/her discretion, declare those nominated in writing to be elected, and/or call for additional nominations from the floor.
29. Ten members shall constitute a quorum at a General Meeting.
30. At General Meetings each member of the Association shall vote personally and have one vote to exercise.
31. Unless otherwise specified, a motion shall be carried if a simple majority is recorded in its favour.
32. In the event of a tied vote, the Chair of the General Meeting shall have a casting vote.
33. The Chair at a General Meeting shall be the Chair of the Committee, or in his/her absence the Secretary. In the event that none of these Officers are available, the meeting shall elect a Chair. However, no person may hold the Chair during an election to office in which they are a candidate, and must hand the chair to the next person in line whilst that business is transacted.
34. A Special General Meeting shall be convened at the request of ten members of the Association, in writing addressed to the Secretary and stating the business to be transacted. Thirty days' notice shall be given to the members of the Association of any such meeting, and the meeting shall be held within forty-five days of the request being received by the Secretary.
35. A General Meeting shall be convened by notice, in writing, either by letter or electronic means via the school communications system using an e-mail address registered with the school, despatched to members not less than thirty days in advance of the meeting. The notice shall specify whether the meeting is an Annual or a Special General Meeting and shall state the date, time and venue of the meeting, together with a schedule of all business to be transacted.

CHARITABLE STATUS

36. The Association shall maintain registration as a Charity with the Charity Commission.

37. The Trustees of the registered charity shall be the Chair, Secretary and Treasurer of the Association, as elected by the Annual General Meeting.

38. The role of the elected Committee members of the Association with regard to the registered charity shall be to support and advise the Trustees in all matters relating to the administration and fund-raising activities of the Association.

ALTERATION OF THE CONSTITUTION

40. 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, 36 and 37 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 Annual General Meeting or a Special General Meeting.

DISSOLUTION OF THE ASSOCIATION

41. The Association may be dissolved by a resolution presented at a Special General Meeting 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. 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 the School closing, to the School to which the majority of children of the closing School will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision the assets can be given to some other charitable purpose.

GENERAL PROVISIONS

42. The Association shall take Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee; in addition it shall take out Insurance for monies raised and expended to cover all its meetings, events and activities.

43. The Association shall be affiliated to Parentkind, the membership organization for parent-teacher associations.

44. 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.

ADOPTION

46. This Constitution was **RECOMMENDED** by the Committee and **ADOPTED** by the Association on 13 February 2019.
