Colyton Grammar School Parents' Association

CONSTITUTION AND RULES

1. The name of the Association shall be "Colyton Grammar School Parents' Association" (PA).

2. The object of the Association is to advance the education of 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. **Membership**: Full membership is open to parents and guardians of all pupils of the school and to members of the school staff. Full members have voting rights at the Annual General Meeting (AGM). Associate membership, which does not carry voting rights at the AGM, is open to parents and guardians of former pupils of the school, to former school staff and to others associated with the activities of the school.

4. **Committee**:

   a) This shall comprise: Chair, Secretary, Treasurer, Vice-Chair and representatives elected by the AGM to named posts including when possible web site manager, assistants to Secretary and Treasurer, second hand uniform organiser, 250 Club organisers or other such positions that may be helpful to the PA from among the full or associate members of the PA, together with the Headteacher.

   b) All persons elected by parents to be governors of the school shall be ex officio members of the Committee.

   c) The Committee shall meet at least once each term with additional meetings at the request of the Chair or of any five (5) members of the Committee.

   d) A quorum of the Committee should be five members but must include the Chair or Vice-Chair.

   e) Only members of the Committee have a right to a vote during normal PA meetings.

5. **Vacancies**: If any office becomes vacant during any year, it shall be filled by the Committee and the person appointed to fill the vacancy shall hold office until the next AGM.

6. 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 or independently examined for approval by the members at the AGM.

7. Bank accounts, Building Society accounts and any other investments made shall be in the name of the Association and shall be operated by any two officers of the Association.

8. **General Meeting:**

   a) A General Meeting of the PA shall be held at the request of the Chair or of any five (5) members of the Association.

   b) At least seven days' notice in writing shall be given to members and to those associate members who have asked that such notices should be sent to them. A quorum should be ten (10) members.

9. **Annual General Meeting:**

   a) This shall be held in the Autumn Term. At least seven days' notice in writing shall be given to members and to those associate members who have asked for notice to be sent to them. Nominations from members should be seconded by another member with the prior consent of the nominee, and either submitted to the Secretary or put forward at the AGM.

   b) Voting shall normally be by a show of hands.

   c) The Treasurer shall, for the AGM, issue audited or independently examined accounts covering the year to the end of August.

   d) The AGM must, by simple majority, elect the following from among the members of the PA:-

   Chair
   Secretary
   Treasurer
   Auditor ***or*** Independent Examiner (who would not be a voting member of the Committee).
   and
   may elect any other committee members as may be required.

   e) The Chair, the Secretary and the Treasurer should not hold office for more than three consecutive years, unless requested to do so by a quorum of the committee, and must be willing to continue.

f) All posts automatically become vacant at the Annual General Meeting.

10. **Annual Report:** The Committee must comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Report and its transmission to the Commissioners.

11. **Annual Return:** The Committee must comply with their obligations under the Charities Act 2011 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an Annual Return and its transmission to the Commissioners.

12. No alteration to this Constitution may be made except at the AGM 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 Nos. 2, 10, 11 and 12 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.

13. 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 a school closure 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, then the assets can be given to some other charitable purpose.

25th April 2017