

The Russell House Parents' Association Constitution

1. Name

The name of the Association shall be called The Russell House Parents' Association.

2. Membership

All parents or guardians at Russell House School are automatically members of the Association.

3. Aims

The aims of the Association shall be:

- a) To help promote friendly relationships between parents, staff and children.
- b) To raise money and provide help for school projects.

4. Officers and Committee

- a) The Association shall be run by an elected Committee consisting of a Chairman, Vice-Chairman, Secretary, Treasurer and at least ten form representatives plus nominees from the school staff.
- b) Any parent or guardian of a child at the school shall be eligible for election to the Committee.
- c) Any one person may hold more than one post on the Committee.
- d) The maximum term a Committee member may serve is 3 consecutive years (9 academic school terms). An extended period is permitted following the majority agreement of the remaining Committee members.
- e) The Committee may create temporary sub-committees for particular projects and extra people may be co-opted onto such sub-committees.
- f) Vacancies occurring on the committee during the year may be filled by co-option.
- g) A Quorum shall consist of six members of whom at least one must be an officer of the Association.
- h) In the absence of the Chairman the chair shall be taken by Vice-Chair, or one of the other committee members elected at the meeting.
- i) Decisions shall be taken by a majority vote of those present. The meeting Chairman has an additional vote in the event of a tied vote.
- j) The Secretary shall call the Committee meetings on the instructions of the Chairman and shall be responsible for advising all members of the date, time and place.
- k) The Committee may elect one of the representatives to be responsible for Social Events if appropriate.

5. Finance

- a) The Treasurer shall present a financial statement to each AGM which shall include accounts which have been subject to an external scrutiny, either by formal Audit or Independent Examination.
- b) The financial year ending will be 31st July.
- c) The AGM shall appoint the Auditor or Independent Examiner for the forthcoming year.
- d) The funds of the Association shall be deposited with Banks or Building Societies, as approved by the Committee, in the name of the Association. Withdrawals shall be authorised by any two of the Chairman, Treasurer or Secretary.

6. Annual General Meeting

- a) The Annual General Meeting shall be called in October each year. A notice of the AGM shall be distributed to members at least 14 days before the meeting.
- b) All elected members of the Committee shall serve for a period of one year and shall retire at the Annual General Meeting. All retiring Officers and Committee shall be eligible for re-election.
- c) Any member shall be eligible for election to the Committee. Nominations must be sent, in writing, to the Secretary at least seven days before the Annual General Meeting, stating the post for which the nomination is made and signed by the nominee. Nominations need not be supported by other members. In the event that insufficient nominations are received to form a new Committee then nominations may be accepted from the Floor at the AGM.
- d) In the event that more than one nomination for any Officer, or form representative is received, an election shall be held by secret ballot of those present at the AGM. The vote shall be decided by a straight majority of those present. In the event of a tied vote, the AGM Chairman shall cast the deciding vote.
- e) In the event of a vote being taken there shall be only one vote per member present.
- f) A Quorum for Annual General Meeting or Special General Meeting shall be ten members.

7. Special General Meeting

- a) The Committee may call a Special General Meeting of the Association at any time, provided that the notice of the meeting is distributed to all members to arrive at least 4 days before the date of the SGM, stating the nature of the business to be discussed. Only matters listed in this notice may be discussed and voted on.
- b) Any ten members may require the Committee to call an SGM at any time, provided that the Secretary is given details of the business at least 21 days before the meeting and the notice of intent is signed by all ten members.
- c) No vote on any matter may be taken at an SGM unless prior notice of that matter was clearly stated in the notice to the membership.

8. Constitution

Any alterations to this Constitution can only be made at an AGM or SGM. Suggested alterations must be submitted in writing to the Secretary or Chairman at least 14 days before the meeting and a copy of the proposal shall be included in the notice of the meeting.