

## **Caterham School Parents' Association Constitution**

The name of the Association is: **Caterham School Parents' Association.**

Where the word 'School' is used below it means both the Senior and Prep Schools unless otherwise stated. The 'Association' means Caterham School Parents' Association.

The Association comes under the umbrella of the School, which is a registered charity and company limited by guarantee. The funds of the Association will be held as restricted funds (a reserve account that can only be used for specific purposes and only used to fulfil the object of the Association) within the accounts of the School. This will provide assurance to the donors that their contributions are used in the manner that they have chosen.

### **Object**

The object of the Association is to advance the provision of education to the pupils of the School. In furtherance of this object the Association may:

- Benefit the pupils of the School by providing and assisting in the provision of facilities;
- Engage in activities, including fundraising, in a manner consistent with the values of the School, which shall support the School and other approved educational charities, registered with the Charity Commission. Any fundraising for other charities will be approved by the Committee on an annual basis;
- Promote community at the School and foster more extended relationships between the Staff, parents and others associated with the School.

### **Membership**

**Full Membership** is open to all parents who have children in the School and to guardians of children attending the School. Such members shall be referred to as "Full Members" and shall be entitled to serve on the Committee and vote to appoint committee members.

### **Subscriptions**

The annual subscription for Full Members shall be £5.00 per term (effective from January 2021) for each child or such sum as shall from time to time be fixed at the Annual General Meeting. The subscription shall be shown as an extra on the school fee bills and shall be credited by the Bursar into the Association's restricted fund on a termly basis. Subscriptions are used to fulfil the object of the Association.

There is no annual subscription for Associate Members.

## **Annual General Meeting**

The Association shall once a year and normally in the Autumn Term hold an Annual General Meeting (AGM) for the following purposes:

- to receive the Chair's report;
- to receive the accounts for the previous year;
- to elect members to the Committee;
- to deal with any other business for which at least twenty-one days' notice shall have been given by any member in writing to the Secretary and which is appropriate to the purposes of the Association; and
- at the discretion of the Chair(s), to deal with any further business raised before the Meeting or raised at the Meeting, which is appropriate to the purposes and object of the Association.

At least twenty-eight days before the date of the AGM, the Secretary shall send to each member a notice giving the time, date and place of the Meeting.

## **Committee**

There shall be a Committee which shall consist of the following:

- The Headteacher of the Senior School, the Headteacher of the Prep School, the Head of External Relations and the Bursar who shall be members of the Association and Committee ex officio. In the absence of the Headteachers of either the Senior or Prep School their Deputy Head may act on their behalf.
- A Chair, Vice-Chair, (or 2 Co-Chairs) and Treasurer who shall be members of the Association.
- Other members elected from the Senior or Prep School parents (ideally one per year group), as per the Operations Manual.

The Committee shall have power to co-opt a member or members of the Association to fill a casual vacancy or vacancies in the Committee. If the Committee decides that it is in the best interest of the Association, such co-opted member or members may be persons who are otherwise ineligible for election under the maximum period below.

A quorum shall consist of not less than six members, at least one of whom shall be an office holder and one of which shall be an ex officio member or their proxy.

At the AGM, the Full Members of the Association shall elect a Chair, a Vice-Chair (or 2 Co-Chairs), and a Treasurer who shall hold office until the next AGM and who shall be eligible for re-election to those offices if still Full Members of the Association.

Members of the Committee, except the ex officio members, shall serve as follows:

- The Chairs and Treasurer will be elected annually. Each will be eligible for re-election for a further year up to a maximum of three consecutive years, then

be ineligible to hold either position unless specially voted at the AGM if no other volunteer has come forward.

- The committee members will be elected annually and will be eligible for re-election if still Full Members of the Association.
- Should any Officers no longer be Full Members of the Association they should appoint new Acting Officers to hold office until voted in at the subsequent AGM.

The Committee shall meet not less than once in each school term. The Committee may additionally be called at any time on being given fourteen days' notice by:

- The Chair(s)
- 

### **Operations Manual**

The Parents' Association Operations Manual defines processes for the day to day running of PA events, communication and responsibilities. This manual shall be updated as required during the school year with any changes being approved by the Bursar and Headmaster. New volunteers to the Committee and other roles within the PA shall be given access to this Manual and required to follow its processes.

### **Powers**

The Committee members shall have the following powers, which may be exercised only in promoting the Object of the Association and in accordance with the Operations Manual:

- To organise events
- To provide advice
- To publish or distribute information
- To co-operate with other bodies
- To raise funds (but not by means of permanent trading)
- To obtain and pay for goods and services as necessary for carrying out the work of the Association

### **Sub-Committees**

In order to facilitate the running of the Association, the Committee may delegate any functions of the Committee to sub-committees. These must consist of two or more Full Members of the Association appointed by the Committee. All sub-committee proceedings must be regularly reported to the main Committee.

### **Nomination and election**

The names of those members nominated to the Committee may be advised to the Secretary before the AGM or may be nominated at the AGM, and shall be supported by at least two members duly qualified to vote. Where more nominations are

received than there are places vacant on the Committee, a vote by a show of hands of those Full Members present at the AGM shall be taken.

## **Meetings**

Apart from the AGM the Association shall meet at such times as the Committee shall deem necessary. Not less than fourteen days' notice of all Meetings shall be given to members.

The Committee may call an Extraordinary General Meeting (EGM) in order to discuss and vote on pressing matters, which need to be determined before the next AGM. The rules governing the conduct of an EGM will be the same as those governing the conduct of an AGM.

## **Accounts and finance**

Financial records for the Association shall be kept by the School's finance department and management accounts shall be provided to the Treasurer on a termly basis or at such other time as is requested by the Treasurer, in accordance with the Operations Manual.

An annual statement of income and expenditure and of the assets and liabilities of the Association shall be provided by the School's finance department to the Treasurer for review and presentation to the Committee or at such other time as requested by the Treasurer.

The Committee shall present to the AGM of the Association the report and accounts of the Association for the previous year.

All funds shall be held within the School's bank accounts and subject to the mandates as approved by the Trustees of the School from time to time. Payments will be made on behalf of the Association in accordance with the School's financial control procedures and the Operations Manual.

## **Dissolution**

If at any time the Committee shall decide that the purposes of the Association cannot in the circumstances continue to be carried out, they shall call an EGM of all members of the Association and put forward a resolution, which shall be set out in the notice of the meeting stating that the Association is to be dissolved.

The resolution to this purpose shall be effected only if confirmed by the EGM and is carried by three-quarters of the majority of those present in person or by proxy.

If upon the winding up or dissolution of the Association there remain after satisfying any outstanding debts and liabilities any funds or other assets, these shall not be paid to or distributed among the members of the Association, but shall be used to

satisfy the object of the Association and be given or transferred to the School and their nominated charities.

### **Constitution**

No alteration or amendment of this Constitution shall be made except at the AGM or at an EGM of the Association.

Notice of any proposals to alter or amend the Constitution must be contained in the notice convening the meeting, together with details of the resolution to be put.

A resolution to alter or amend the Constitution shall not be effective unless it is approved by the School's Board of Trustees and passed by a majority of three-quarters of those present in person or by proxy. Any member who wishes to propose any alteration in the Constitution shall give notice of such proposals to the Secretary at least twenty-one days before the proposed date of the meeting at which the proposal is to be discussed.

### **Other matters**

Any point or matter that will arise in addition to the foregoing, including any question or dispute arising upon those rules or between the Association and any of its members shall be dealt with and determined by the Committee and shall be subsequently reported to the AGM of the Association.

Amended 21/03/2024, approved at the Trustee Board.