



The Constitution

of

Spratton Hall School Parents' Association

adopted on

3rd October 2016

Association Name

The name of the Association shall be:

Spratton Hall School Parents' Association (known as 'SHSPA')

Address

c/o School Office
Spratton Hall School
Smith Street
Spratton
Northampton
NN6 8HP

Purpose of the Association

The main aim of SHSPA is to actively support School activities and to encourage greater co-operation and good relations between parents, pupils and Spratton Hall (the 'School').

The principal objectives of SHSPA are:

- To bring all parents of currently registered pupils of the School together to organise social evenings and functions, in a friendly environment that encourages the involvement of parents, pupils and staff in the life of the School
- To foster a friendly family atmosphere in the School
- To engage in activities which support the School and advance the education of the pupils.

Members of SHSPA

Membership is open to all parents or guardians of children who attend the School and to members of staff.

The SHSPA Committee (the 'Committee')

A Committee will manage the affairs of SHSPA and will consist of the following Officers who shall also be Committee Members:

- Chair
- Treasurer
- Secretary
- School Representative

Committee Members may comprise of any persons who are Members of SHSPA. The composition of the Committee Members will ideally represent both the Pre-Preparatory and Preparatory Departments of the School. Committee Members shall be under an obligation to attend all Committee Meetings throughout the year and shall be committed to fulfilling SHSPA's objectives.

Committee Members who are Officers must be re-elected at each Annual General Meeting ('AGM'). Each Committee Member who is to be an Officer shall be nominated, proposed and seconded by Members of SHSPA.

Sub-Committees

Sub-Committees may be formed to manage specific projects initiated by the Committee, at the discretion of the Chair. Each Sub-Committee will have a Chair and shall comprise of a minimum of four Committee Members, one of whom will be an Officer.

A Sub-Committee may not enter into any financial commitments on behalf of SHSPA until decisions have been agreed jointly by the Chair and the Treasurer.

Once the purpose of the Sub-Committee has been fulfilled it shall cease to exist.

Committee Meetings

A quorum for Committee Meetings shall consist of not less than six Committee Members (at least four of whom will be Officers).

The Committee shall meet not less than twice in each School term.

The Chair will lead the voting process. Every issue will be determined by a simple majority of the votes cast at a Committee Meeting with the Chair will have a casting vote. All Committee Members, which includes the Officers, will be eligible to vote. Observers will not have voting rights.

Not less than seven days' notice shall be given to all Committee Members prior to a meeting. Additionally, all meeting dates will be communicated to all Members of SHSPA.

Any Committee Member who is unable to attend a Committee Meeting shall give their apologies to the Secretary prior to a meeting.

It will be assumed that Committee Members who miss three consecutive Committee Meetings without reasonable cause no longer wish to be Committee Members.

The Committee shall have the power to co-opt additional members to make up any shortfall in the number of Committee Members. Any co-opted Committee Members shall hold office until the next AGM.

Each Committee Meeting shall be minuted by the Secretary, or in their absence a nominated Committee Member. Minutes will be sent to all Committee Members within 14 days of a Committee Meeting. Further copies of the Minutes shall be made available to all SHSPA Members on request from the Secretary.

A list of all Committee Members will be displayed at School so it can be viewed by all Members of SHSPA.

Sub-Committee Meetings

Sub-committee meetings shall be held at the discretion of the chair of the Sub-committee. The Chair and Secretary will be made aware, in advance, of all meeting arrangements.

Sub-committee members shall make all reasonable efforts to attend each Sub-committee meeting. Ideally, a Sub-committee meeting shall not take place unless at least four Committee Members can attend.

Each Sub-committee meeting shall be minuted.

A copy of the minutes shall be forwarded to the Secretary within 14 days of the Subcommittee meeting or by the date of the next Committee Meeting, whichever is the earlier.

The proceedings of the Sub-committee will be reported at the earliest Committee Meeting and the Committee shall ratify, as appropriate, any decisions made.

Annual General Meeting

The first meeting of the year will be the AGM of SHSPA normally held at the beginning of the Autumn Term, for the following purpose:

- to receive the Chair's Report;
- to receive the Accounts for the previous Financial Year;
- to elect the Officers;
- to deal with any other business, for which at least 7 days' notice shall be given by any member of SHSPA in writing to the Secretary and, which is appropriate to the purpose of SHSPA; and
- at the entire discretion of the Chair, to deal with any further business which may be raised at or before the AGM, and which is appropriate to the purpose of SHSPA.

A quorum for the AGM will be 10 Members of SHSPA, including the Officers of SHSPA.

Any agenda items for the AGM must be received in writing by the Secretary at least 7 days before the meeting. All Members of SHSPA who are present at the AGM will have voting rights. All decisions will be taken by a simple majority of the votes cast.

Any Committee Member who wishes to resign must advise the Secretary of their intention at least 7 days prior to the AGM.

The names of those Members of SHSPA nominated to be Officers of 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 of SHSPA. Each Committee Member who is to be an Officer shall be nominated, proposed and seconded by Members of SHSPA. In the event that more nominations are received than there are places on the Committee, a vote by a show of hands of those Members of SHSPA at the AGM shall be taken.

The Committee elected at the AGM shall hold office until the next AGM.

Special General Meetings

Special General Meetings ('SGM') may be called at the written request of 10 Members of SHSPA, the agenda and notice of such meeting is to be given by the Committee to all Members of SHSPA 30 days in advance of such SGM. A quorum for an SGM, and rules for voting will be as for the AGM.

Accounts and Finance

The Financial Year of SHSPA will commence on 1st September each year.

An account in the name of "Spratton Hall School Parents Association" will be maintained at a recognised bank or building society.

Two authorised signatories must sign all cheques. The authorised signatories to the cheques will be the Treasurer signing jointly together with any one of the Chair or Secretary. The Treasurer will raise all cheques.

The Committee will decide on a reasonable sum of working capital to be carried forward to each Financial Year.

Any expenditure shall be approved by the Committee.

The Treasurer shall be responsible for keeping account of all income and expenditure, shall present a report of the accounts at each Committee Meeting and will produce a statement of account for the AGM.

A person who is not a Committee Member, but is a Member of SHSPA will audit the accounts each Financial Year. Where possible, this person will be a qualified accountant.

This Constitution

Alteration to this Constitution may be proposed, in writing, to the Secretary by any Member of SHSPA for the Committee's consideration. The Committee will seek endorsement of any changes to this Constitution from Members of SHSPA attending the AGM, or a SGM called for the purpose.

Any matter not provided for in the Constitution and concerning the organisation or activities of SHSPA, shall be dealt with by the Committee, whose decision is final.

Dissolution

If the Committee shall at any time decide that the purpose of SHSPA cannot in the circumstances continue to be carried out it shall call a SGM of all Members of SHSPA. In such event a resolution shall be quoted in the notice of the meeting stating that:

- SHSPA is to be dissolved; and
- What is to happen to the assets of SHSPA.

The resolution will only take full force and effect provided that it is carried by three-quarters of the Members of SHSPA present at the respective SGM.

If upon the dissolution of SHSPA there remain any assets, after all outstanding debts and liabilities have been repaid in full, such assets shall be given to the School.

Arrangements until the next AGM

Until the next AGM takes place this Constitution shall take effect as if references in it to the Officers were references to those persons whose signature appears at the bottom of this document.

This Constitution was adopted on the _____ 2016 by the persons whose signatures appear below.

Signed Signed

Full Name: Full Name:

Position: Chair Position: Deputy Chair

Signed Signed

Full Name: Full Name:

Position: Treasurer Position: Assistant Treasurer

Signed Signed

Full Name: Full Name:

Position: Secretary Position: Representative

Signed Signed

Full Name: Full Name:

Position: Representative Position: Representative