

**CONSTITUTION OF THE ASSOCIATION OF
PARENTS & FRIENDS OF
HARROGATE LADIES' COLLEGE**

1. **Title**

The Association shall be known as "The Parents and Friends of Harrogate Ladies' College."

2. **Objective**

The objective of the Association is to foster close relationships between the staff, parents/guardians and pupils of Harrogate Ladies' College ("College"), together with others associated with College. Without limiting the ways in which it may achieve this objective the Association may:

- Organise social and / or other extra-curricular activities to promote such relationships;
- Raise funds in order to provide or assist in the provision of such facilities or equipment for College, as the Association (through the Committee described below) shall, in consultation with the Head Teacher, determine.

3. **Membership and Membership Fee**

Membership of the Association is open to all parents, grandparents and guardians of pupils of College subject to payment of the Membership Fee (which shall be billed with College fees each term). The following shall be honorary members (and shall pay no membership fee):

- Parents, grandparents and guardians of past pupils of College;
- All members of the Harrogate Ladies' College Union;
- Governors;
- Present and past members of College staff;
- Those who have been brought into contact with College and support the objective of the Association.

The Membership Fee is a family membership, payable irrespective of the number of pupils attending College from the same family. Each family paying a Membership Fee (a "Voting Member") shall be entitled to one vote (honorary members shall not be entitled to a vote).

The Membership Fee shall be determined by the Committee, subject to approval by simple majority of those members present at the Annual General Meeting ("AGM").

4. **Management and Organisation**

A committee of elected and ex-officio members ("the Committee") will manage the Association and be responsible for the distribution of its funds in accordance with the aims of this constitution.

A chair, deputy chair, treasurer and secretary (who must be members of the Committee) will be appointed by election as officers of the Association.

The Association shall have its own bank account and cheques may be raised and signed by the treasurer, countersigned by an appointed officer to clear the commitments the Committee may incur in the execution of its duties.

The treasurer shall be responsible for ensuring financial propriety and for keeping account of all income and expenditure of the Association and shall present a financial report to all Committee meetings, as well as an annual report detailing such income and expenditure.

The Committee shall appoint an external auditor (who may not be a Committee member) to check and verify (in his own report) the treasurer's annual report.

Officers of the Association must offer themselves for re-election each year at the AGM and may serve a maximum period of two years in any one post. Exceptions to the two year rule may only be made with the approval of the majority of the Committee present. Nominations for appointment to each post must be made by two Voting Members in writing (a candidate may not nominate himself) and sent to the secretary to be received no less than 21 days before the AGM.

5. **Annual General Meetings and Special General Meetings**

The AGM shall be held in the first half of the Autumn Term where the chairman's report, treasurer's annual report and external auditor's report shall be presented to the members for approval. The chairman and treasurer will sign their respective reports, once approved by the members.

A Special General Meeting ("SGM") of the Association may be called by the Committee, or by the secretary on the written request of 10 or more Voting Members.

At least 14 days notice of an AGM or SGM must be given. Notices must be given in writing or via electronic communication and sent to the address for correspondence notified by the Voting Member to College. If a Voting member has not notified an address for correspondence to College he shall not be entitled to receive any Notices. Notice shall be deemed to have been given 48 hours after posting (or 12 hours after sending via e-mail where an e-mail address has been provided). Notices must specify the date, time and place of the meeting as well as the nature of the business to be considered. A Voting Member present at an AGM or SGM shall be deemed to have received due Notice of the Meeting.

An AGM or SGM will be considered quorate where:

- 2 or more officers of the Association; **and**
- 4 or more Voting Members (not being officers of the Association)

are present.

AGMs and SGMs will normally be chaired by the chair of the Association. If the chair is unable to attend a meeting those in attendance will appoint one of their number to act as chair for that meeting only. Votes at such meetings shall be decided on a show of hands. In the event of an equality of votes the chair will have a second or casting vote.

6. **Committee Membership**

The Committee shall consist of a maximum of fourteen parent/guardian representatives, (such representatives being parents/guardians of current pupils only and ideally being two parents/guardians representing each of the 7 year groups), plus up to four school representatives, including the Head Teacher, up to two additional teacher representatives, and a member of the Board of Governors, who are invited to serve as ex-officio members, but who will be entitled to vote in Committee. Additionally, the Committee may decide to co-opt specialists to assist with a specific event or activity. Such appointments will last no longer than for one year.

Any parent/guardian may put their name forward to the secretary if they would like (subject to the maximum number of parent/guardian representatives not being exceeded) to serve on the Committee.

The chair may ask for a Committee member's resignation on the grounds of failing to attend meetings, or if the ideal mix of parents/guardians by year group can only be achieved by selective resignations.

7. **New parents/guardians**

A copy of this constitution shall be sent to all new parents/guardians.

8. **Meetings of the Committee and Quorum**

Typically, the Committee shall meet once each month during term-time; it will, however, meet at least once each term to discuss and organise forthcoming events and the distribution of funds.

A meeting of the Committee will be considered quorate when attended by at least two officers, the Head Teacher (or deputy) and two other Committee members.

Meetings will normally be chaired by the chair of the Association. If the chair is unable to attend a meeting (or in the event of a conflict of interests) those in attendance will appoint one of their number to act as chair for that meeting only.

No member of the Committee shall vote on a matter if he has a conflict of interests. Should there be any dispute as to whether or not a conflict of interests exists, the majority of those present at a meeting of the Committee may declare that a member of the Committee has such a conflict.

9. **Expenses**

All expenses incurred by members of the Committee shall be with the prior approval of the Committee and be paid with a cheque drawn on the Association. In cases where payment by Association cheque is not practical, members may pay such sums themselves and claim a refund from the Association subject to production of the appropriate receipt.

10. **Minutes**

The minutes of the previous AGM will be circulated to Voting Members in the July mailing, together with a copy of the planned programme of activities for the coming school year.

Minutes recording the business and decisions made at meetings of the Committee will be produced by the secretary and distributed to each Committee member before the next meeting. Copies will be available to members on request to the secretary of the Association.

11. **Changes to the Constitution**

Subject to the remaining provisions of this clause 11 the constitution may be changed by resolution passed by at least two-thirds of the Voting Members present at any AGM or SGM.

Changes to the constitution must be proposed and seconded in Committee before being included as an item of business to be considered at any AGM or SGM.

12. **Dissolution**

The Association may be dissolved by a resolution presented at a SGM convened solely for this purpose. The resolution must be passed by at least two-thirds of the Voting Members present. Such resolution may give instructions for the disposal of any assets of the Association remaining after satisfying any outstanding debts and liabilities. These assets shall not be divided amongst the members of the Association but shall be given to College or in the event of the closure of College, to such registered charity as may have been specified in the resolution for this purpose.