

# **The Constitution for Bishop Wordsworth's School Parents' Association**

## **Charity Registration Number 1081166**

- 1 The name of the association shall be  
**Bishop Wordsworth's School Parents' Association**
- 2 The object of the association is to advance the education of the pupils in the school. In furtherance of this object, the Association may:
  - 2a Develop more extended relationships between the staff, parents and others associated with the school.
  - 2b Engage in activities which support the school and advance the education of the pupils attending it.
  - 2c Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds), in addition to providing and/or supporting such extra-curricular activities as the committee in consultation with the Governing Body as represented by the President of the Association, or his representative, shall from time to time determine.
  - 2d If it so decides, campaign, or assist a campaign, in support of the school's status as a grammar school and/or its status as an academy, should the Governing Body, as represented by the President or his representative, consider that status to be under threat.
- 3 The Association shall be non-party political and non-sectarian in seeking to develop and maintain the status, freedom, interests and traditions of the school.
- 4 The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
- 5 The Headmaster or Headmistress of the school shall be the President.
- 6 The names of Vice-Presidents, whom the Association wishes to honour, shall be submitted for approval to the Annual General Meeting.
- 7 Membership, for which there shall be no charge, shall consist of all parents and/or guardians of pupils attending the school, all teaching staff, and may include past parents, grandparents, friends of the school, ancillary staff and Governors.

- 8 The management of the Association shall be vested in a Committee consisting of the following Officers:
- a) Chairman
  - b) Vice-Chairman or Vice-Chairmen if appointed
  - c) Honorary Secretary and Assistant Secretary if appointed
  - d) Honorary Treasurer
  - e) Honorary Assistant Treasurer if appointed

together with as many members as might be recruited to attend the Association's meetings.

- 8a In addition, the school staff may take up two places, and the Old Wordsworthian Association may take up one place on the Committee.
- 8b An even balance of male and female members should be maintained.
- 9 The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
- 9a The Chairman and Vice Chairman, or Vice-Chairmen, shall not serve more than two consecutive years in each Office.
- 9b No one person may hold more than one Office at one and the same time.
- 9c The management committee, both officers and members, of the Association shall assume the responsibilities of the Trustees of the Charity, as laid down in Charity Commission document CC3 March 1996 and any amendments or subsequent editions. Trusteeship shall continue either until resignation takes place between AGMs or until the beginning of the next AGM. A person being re-elected to the Committee shall re-assume Trusteeship as before.
- 10 Five members of the Committee, to include one Officer, shall constitute a quorum.
- 10a For an Annual General Meeting and Special General Meeting, a quorum of ten shall apply, to include at least two Officers.
- 11 The Committee shall have the power to co-opt a maximum of 2 persons.

- 12 The Committee may appoint sub-committees as it deems necessary, and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible, and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with the budget agreed by the Committee.
- 13 Committee meetings shall be held at least once a term.
- 14 The Annual General Meeting shall be held during the Autumn Term. At the Annual General Meeting, the chair shall be taken by the Chairman or in his/her absence the Vice-Chairman.
- 15 Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting (AGM).
- 16 The Committee may fill casual vacancies by co-option until the next AGM.
- 17 Two auditors or independent examiners who are reasonably considered by the Committee to be competent, and who are not members of the Committee, shall be elected annually at the AGM to audit or independently to examine the accounts and books of the Association. In the alternative, this condition may be discharged by this role being undertaken by an independent firm of Qualified Accountants, as appointed by the Association.
- 18 Special General Meetings may be called at the written request of a minimum of ten members.
- 19 A Special General Meeting shall take place within 28 days of the written request, with 21 days' notice being given to all Association members.
- 20 The Honorary Treasurer and Honorary Assistant Treasurer, if appointed, shall jointly be responsible for keeping account of all income and expenditure and shall present a financial report to all the Committee meetings, and to the AGM in line with clause (17) above.
- 21 Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two Officers of the Association.
- 22 The financial year shall commence on 1st August.
- 23 Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee, whose decision shall be final.

- 24 Annual Report - the Committee shall comply with its obligations under the Charities Act 1993, and the Charities (Accounts and Reports) Regulations 1995 with regard to the preparation of an Annual report and its transmission to the Commissioners.
- 25 Annual Return - The Committee shall comply with its obligations under the Charities Act 1993 with regard to the preparation of an Annual return and its transmission to the Commissioners.
- 26 No alterations 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 prior written permission of the Charity Commission to Clauses 2, 24, 25, 26 and 27 and no alterations 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.
- 27 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 instruction 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 the 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.
- 28 No further paragraphs.