

Westbrook Hay
Association



CONSTITUTION

Westbrook Hay Association Constitution

Adopted at the Annual General Meeting on

1. Name and Address:

The name of the Association shall be Westbrook Hay Association ('The Association')
The address will be c/o Westbrook Hay School, London Rd, Hemel Hempstead, Herts
HP1 2RF.

2. The Objects of the Association are:

- a) To promote closer contact between parents and the school by arranging social and fund raising activities where parents, staff, children and friends of the school can meet.
- b) To assist the school to provide and maintain extra equipment and facilities as the Committee in consultation with the Head Master or the Governing Body shall from time to time determine.
- c) To assist the school by organising or encouraging the assistance of parents at school functions and activities.

3. Liabilities:

The Association shall, unless the Committee is satisfied that adequate cover is provided under policies taken out by the School, take out Public and Personal Accident Insurance to cover its activities, Officers and Committee.

4. Membership

All parents of pupils attending the School and all members of staff serving at the School are automatic members of the Association at all times until ceasing to be either a parent of a pupil attending the School or (as the case may be) to be a serving member of staff at the School. Membership can also be extended by invitation (from the Committee) to friends if the School and their membership will be renewable at the end of each yearly period. No charges may be made for membership.

5. President and Vice Presidents:

The Headmaster of the school shall be President of the Association-ex officio. The Association may appoint up to [2] Vice-Presidents, being persons the Association particularly wishes to honour. The Association may also appoint a number of Honorary Members who have given notable service to the School or the Association.

6. Appointment of Honorary Posts:

The names of the Vice-Presidents and Honorary Members for the forthcoming year shall be submitted at the Annual General Meeting.

7. The Committee:

a) The management of the Association and control of its funds is vested in a Committee consisting of the following officers; Chairperson, Honorary Secretary, Honorary Treasurer together with not more than [12] and not less than [3] other ordinary members of whom at least one shall be a member of staff.

b) The Committee shall be elected annually at the AGM. Nominated candidates must be proposed and seconded at or before the AGM and if necessary shall be voted at the AGM. Vacancies during the year shall be filled by co-option. (see f)

Members of the committee or any standing committee prepared to continue to serve shall be eligible for annual re-election at the AGM. Elected members shall, unless they voluntarily resign from such a post by notice to a meeting of the committee, serve until the commencement of the next AGM.

c) Officers shall be elected by the committee at the meeting following the AGM. Nominations may be made to the current secretary in writing by the start of the meeting following the AGM, shall have the consent of the nominee and be proposed and seconded. The Chairperson shall be a parent of a pupil in the School or a pupil who has left the school in the immediately preceding period of a friend of the school.

d) Members of the committee who fail to send apologies of absence on three occasions will be deemed to have resigned.

e) Four members of the committee one of whom must be an officer shall constitute a quorum.

f) The committee has the power to co-opt a maximum of [3] additional members.

g) Committee meetings must be held at least once a term.

8. Sub-Committees:

The committee shall have power to: a) at any time establish any standing committee, co-opt and appoint or at an AGM seek election of members to serve on such standing committee or committees. b) co-opt and appoint any other sub-committee. c) prescribe the function of any such standing or sub-committee. All acts and proceedings of any sub-committee must be reported to the committee as soon as possible.

9. Finance

a) The Honorary Treasurer is responsible for keeping account of all Income and Expenditure and must present a financial report to all committee meetings, and must present the accounts duly prepared for approval by the members at the AGM.

b) The School Bursar or individual approved by the Bursar who is not a member of the committee shall be appointed by the committee to audit the accounts and books of the Association.

c) Banking-up to [3] accounts may be operated in the name of the Association. Withdrawals of less than £500 may be made on the signature of any two of the

officers of the committee. Withdrawals of £500 or more will require the additional signature of the President.

d) The funds of the Association shall be solely applied to the development of its stated objects.

10. Annual General Meeting:

a) The AGM shall be held in the Autumn Term each year. At least 14 working days notice thereof shall be given to the Association. Notice may be given by letter and by posting notices on notice boards at school.

b) Fifteen members of the Association shall form a quorum at the AGM of which at least three should be committee members.

c) At the AGM, the chair will be taken by the Chairperson or in his/her absence one of the remaining officers.

11. Special General Meeting:

A Special General Meeting may be convened by the committee or on the written request to the Honorary Secretary of at least 25 members of the Association. Such a meeting will be held within 30 days of the request. Agenda and motions must be circulated to all members at least 14 days before the date of the meeting. Rules pertaining to the AGM apply at an SGM.

12. Alternation of the rules:

No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. under rule 11.

13. Residual Management Power:

Any matter not provided for in the Constitution and concerning the organisation and activities of the Association may be dealt with by the Committee whose decision will be final.

14. Dissolution:

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 instructions for the disposal of any remaining assets after satisfying any outstanding debts and liabilities. These assets may 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 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.