

CONSTITUTION

of CHALLNEY GIRLS HIGH SCHOOL ASSOCIATION
Stoneygate Road
Luton

NAME

The NAME of the Association shall be The Challney Girls High School Association.

OBJECTS 2. The OBJECTS of the Association are to advance the education of the pupils of the School by providing and assisting in the provision of facilities for education at the School not normally provided by the Local Education Authority and as an ancillary hereto and in furtherance of this object the Association may :

a) foster more extended relationships between the staff, parents and others associated with the School; and

b) engage in activities which support the School and advance the education of the pupils attending it.

3.

The Association shall be non-political

4.

The Association shall not pass resolutions concerning the professional policy, organisation or administration of the School.

MEMBERS 5. 1 The following categories of persons shall be members of the Association with right to participate in the affairs of the Association in accordance with this Constitution:

a) Parents/guardians (other than members of staff) of children attending the School.

b)

Members of the staff of the School.

c) Parents/guardians (other than members of staff) whose children no longer attend the School but who wish to continue their association with, and interest in, the School and have been invited by the Committee into membership (such invitation to be renewable annually by the Committee)

d) Such other persons who wish to continue an association with and interest in the School and have been invited by the Committee into membership (such invitation to be renewable annually by the Committee)

2.

Governors of the School, if not otherwise qualified for membership, shall be associate members with right to attend meetings of the members but not to vote thereat.

PRESIDENT 6.

The President of the Association shall be the Head Teacher, who shall be a full and permanent member of the Committee, shall oversee the activities and general policy of the Association, with discretion to lead, direct or participate in such activities or projects of the Association as he/she may from time to time determine and have the other functions specifically referred to in this constitution.

ZOMMITTEE 7

The management of the Association shall be vested in a Committee which shall direct, control and administer the affairs of the Association in the achievement of the objects.

The Committee shall consist of the following:

The Head Teacher

5 parent/guardians (other than members of staff)

4 members of staff

Such other voting members of the Association, up

to a maximum at any time of 4 who shall be co

opted by the Committee.

The Committee shall at no time exceed 14 persons.

9.

For the avoidance of doubt, it is hereby stated that it is the intention of this Constitution that the Committee shall at all times require an aggregate majority of members in categories a), c) and d) of paragraph 5 1) so far as practicable in the proportions specified, and the powers of cooption conferred on the Committee by paragraphs 12 and 13 below may be exercised accordingly.

10,

The 5 part/guardian members of the Committee shall be elected annually at the AGM and for this purpose only members in category a) paragraph 5 1) shall vote. Retiring members may stand for re-election, if qualified.

11.

The staff members of the Committee shall be

elected at a meeting of the staff which shall precede the AGM and shall be called and presided over by the President.

12.

The Committee, at any properly constituted meeting thereof, shall have power to co-opt to the Committee up to a maximum of 4 voting members of the Association.

13.

Casual vacancies on the Committee, which shall be taken to include vacancies unfilled at the AGM, may be filled as follows:

a) Vacancies other than in respect of staff: by

co-option of eligible persons by the Committee.

b) Vacancies in respect of staff: by co-option by staff at a meeting called and presided over by the President.

14.

Committee members co-opted under paragraphs 12 and 13 shall serve until the next following AGM when their co-option shall expire. They shall nevertheless be eligible, if otherwise qualified, either to stand for election at such AGM or to be co-opted by the committee to serve for another period, as may be appropriate.

15.

Where a child of a parent/guardian Committee member leaves School during the year then the parent/guardian may continue to serve on the Committee until the next following AGM.

15A If any Committee member shall fail to attend three consecutive meetings of the Committee of which notice shall have been given, without due cause or explanation, the Committee may resolve that that member shall be deemed to have resigned.

OFFICERS 16. At the first meeting of the Committee after the AGM, the Committee shall appoint' from amongst its members who are not members of staff, the following officers:

a Chairman

A Vice-Chairman

a Secretary

a Treasurer

It shall also appoint as Officers from its members who are members of staff:

a Co-Secretary

a Co-Treasurer

17.

The appointments made under paragraph 16 shall be subject to subsequent ratification by the President.

18.

Without prejudice to duties specifically imposed by this Constitution the Officers, other than the Chairman, shall perform such functions as may be required of them from time to time by the Committee.

PROCEEDINGS

OF 19. The Committee shall meet at least once in every

COMMITTEE

term and other times with such frequency as it may itself from time to time determine; the meetings shall be held at such times and places as the Committee shall direct.

20.

A quorum for a meeting of the Committee shall be 3 persons made up of at least 1 parent members of whom 1 shall be an officer and at least 1 staff.

21

The Committee shall order the manner in which it shall perform its functions under this constitution; and in particular it may from time to time appoint any sub-committee and may prescribe the functions thereof; and may appoint other Officers and prescribe their functions.

22,

At any meeting of the Committee where a motion is put to the vote, one vote shall attach to each member present at the meeting. In the event of equality of votes for and against the motion, the President shall have a (second) casting vote but in the absence of the President the motion shall be deferred until the next meeting.

ANNUAL 23,

The Annual General Meeting of the Association

GENERAL

shall be held in October of each year. At the

MEETING

AGM the chair shall be taken by the President or, in his absence, the Chairman of the Committee.

24

A quorum for any general meeting shall be 10

members as defined in paragraph 5 l)a).

25

26.

SPECIAL 27.

MEETING

TREASURER 28.

29.

30.

AUDIT 31

DISSOLUTION 32

Notice of the AGM, together with a summary of business, shall be circulated to all members of the Association not less than 28 days in advance.

Subject to paragraph 10, each member present at the AGM shall have one vote.

A special general meeting shall be convened at the request in writing to the Secretary of 4 members of the Association. Such a meeting shall be held within 28 days of the request and shall be notified in accordance with paragraph 25.

The Treasurer shall keep an account of all income and expenditure. The banking account and any deposit or investment accounts shall be in the name of the Association.

Withdrawals therefrom shall be made in the name of the Association on the signature of any two of the following:

- a) Chairman
- b) Treasurer
- c) Secretary

The Treasurer shall account to the Committee, in such manner and at such frequency as the Committee may require, for the income and expenditure, funds and effects of the Association.

Without prejudice to the foregoing the Treasurer shall once in every year produce 'annual accounts' comprising of receipts and payments account for the year and a statement of the balance of the funds at the end of the year. The annual accounts shall be in respect of the year ending 4th April .

The annual accounts shall be audited in accordance with this Constitution, shall be approved by the Committee and shall be presented to the AGM.

Two auditors, not being members of the Committee shall be appointed by the President to audit the books and accounts of the Association .

Any assets remaining on dissolution of the Association after satisfying any outstanding

debts and liabilities shall not be distributed amongst the members of the Association but shall be given to the School for the benefit of the children of the School in any manner which is exclusively charitable at

law.

CONSTITUTION 33.

No alteration of this constitution may be made except at the Annual General Meeting or at a Special General Meeting called for this purpose. No alteration or amendments shall be made without the prior written permission of the Charity Commission to the objects clause, the dissolution clause or this clause and no amendment shall be made which would cause the Association to cease to be a charity at law. Alterations to the constitution shall receive the assent of two-thirds of members present and voting at the Annual General Meeting or Special General Meeting.

34

Any matter not provided for in the Constitution shall be dealt with by the Committee, the decision of which shall be deemed final.

DISPUTES 35. In the event of dispute as to interpretation of this Constitution in regard to election or co-option of Committee or Officers or otherwise, or as to any other matter which proves incapable of resolution by the normal process of the Committee, the President's decision shall be final.

I certify that this is a true record of the constitution adopted by the Challney Girls' High School Association.

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J D PENTLOW R MELLOR
President Sponsorship Secretary