



## **BOLTON SCHOOL SENIOR BOYS' PARENTS' ASSOCIATION**

### **CONSTITUTION**

#### **1) NAME**

This Association shall be known as the Bolton School Senior Boys' Parents' Association ("The Association").

#### **2) OBJECTIVES**

- i. To foster and support the welfare of the school
- ii. To provide information for parents about subjects of common interest and concern
- iii. To act as an additional channel of communication between parents and the school
- iv. To encourage involvement of parents and families in school life
- v. To provide a means for social and cultural activities among members and their families

The Association shall take no part in the management or educational affairs of the school controlled by the governors, the head teacher and the staff.

#### **3) MEMBERSHIP**

Membership is open to all parents / guardians of present and past boys of Bolton School Senior Boys. The annual contribution shall be fixed by the majority of members at the annual general meeting (AGM), after consultation with parents' associations across the Bolton School Foundation about any proposed changes.

Any money raised by the Association, including the annual contribution, will be used to fulfil the listed objectives of the Association, with the agreement of the head teacher.

#### **4) OFFICERS**

The officers of the Association shall consist of a President, who shall be the head teacher of Bolton School Boys' Division, Chair, Secretary, Treasurer and Parent Governor.

The Chair, Secretary and Treasurer shall be elected at the AGM. The Chair, Secretary and Treasurer shall retire annually but shall be eligible for re-election.



Two signatures from current members of the Association must support nominations for Chair, Secretary and Treasurer. Applications should be made in writing to the Secretary prior to the AGM. Where more than one nomination is received a ballot shall be taken.

No individual shall hold more than one appointed office, unless agreed by a majority at the AGM.

At the discretion of the Governors the membership shall elect a Parent Governor from within the Committee.

## 5) MANAGEMENT

The affairs of the Association shall be under the direction and control of the Bolton School Senior Boys' Parents' Association Committee ("The Committee"). The Committee will consist of the officers and up to 25 ordinary members. The Committee may invite up to three members of the teaching staff to attend its meetings. Any seven members shall form a quorum.

New members of the Committee shall be elected for a period of two years, at the AGM. Any retiring members may offer themselves for re-election for a further term.

A representative from the Committee should attend Junior Boys' Division parents' association committee meetings, and those of other parents' associations within Bolton School where possible, to promote and share ideas and information.

With the exception of the forthcoming intake of year 7 parents, nominations for the Committee shall be forwarded in writing to the Secretary at least 14 days before the AGM. Nominations for year 7 parents will be invited in September, and the appropriate number co-opted onto the committee. Should nominations exceed vacancies, a secret ballot will be held and those nominees receiving the most votes by a simple majority will be elected.

## 6) COMMITTEE MEETINGS

- Ordinary general meetings of the Committee shall be held at the discretion of the chair and at least one meeting shall be held each term. Members shall be given seven days' notice of meetings
- Committee members unable to attend meetings shall notify the secretary in advance. In the event of a committee member failing to attend three consecutive meetings without notification to the secretary that member will be deemed to have resigned from the committee and their place will become vacant
- The Committee may co-opt any members and may form any sub-committee as necessary. The Chairman shall be an ex-officio member of all sub-committees.
- The Secretary shall convene meetings, take minutes of all meetings, conduct correspondence of the Association and keep a register of committee members



## 7) ANNUAL GENERAL MEETING

- i. An AGM shall take place in May of each year; 21 days' notice shall be given
- ii. At the AGM reports shall be presented and audited. Accounts for the year ended 31st March shall be submitted
- iii. Any suggestions or motions for consideration at the AGM shall be forwarded to the Secretary in writing at least 14 days before the meeting
- iv. Each member of the Association shall be entitled to one vote
- v. An extraordinary general meeting (EGM) of the Association may be called by the Committee or by requisition signed by 7 members of the Association and forwarded to the Secretary. The secretary shall call a meeting within 21 days of such requisition.

## 8) MANAGEMENT OF FUNDS

- i. All sums received shall be kept at such banks or otherwise as may be approved by the committee
- ii. All cheques for payment of the funds of the Association shall be signed jointly by any two of the following; Treasurer, Chair and Secretary. Such authority shall be strictly in accordance with a form of bank mandate, duly certified and minuted in the Association's records

## 9) ALTERATION TO CONSTITUTION

No alterations to this constitution may be made except at the AGM or at an EGM called for this purpose. Any proposed changes to this constitution shall be sent in writing to the secretary.