



BEECH HOUSE

PARENTS' ASSOCIATION CONSTITUTION

1) Name

This Association shall be known as the Beech House Parents' Association. The word 'Parent' includes 'Guardian'.

2) Objectives

- a) To foster and support the welfare of the school.
- b) To provide information for parents about subjects of common interest.
- c) To provide a means for social and cultural activities among members and their families.
- d) To act as an additional channel of communication between parents and the school.
- e) To encourage involvement of parents and families in school life.
- f) To raise funds to be used for the benefit of Beech House and its pupils.

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 and Subscription

- a) Membership of the Parents' Association Management Committee is open to all parents of present and past pupils of Beech House.
- b) The voluntary annual subscription shall be fixed by the Committee and shall be collected with the annual school fees.

4) Management of Funds

- c) Money raised by the Association, including the voluntary annual subscriptions and after the deduction of costs incurred in fundraising activities, will be used to fulfil the listed objectives of the Association, with the agreement of the Head Teacher.
- d) All sums received shall be kept at such banks or otherwise as may be approved by the Committee.
- e) All payments from the funds of the Association shall be authorised by any two Officers. Where an individual holds more than one Appointed Office, payments must be authorised by a second Officer, other than his or hers.
- f) Such authority shall be strictly in accordance with a form of bank mandate, duly certified and recorded in the minutes of the Association.

5) Officers and Nominations

- a) The Officers of the Association shall comprise:
 - i) President, who shall be the Head Teacher of Beech House.
 - ii) Chair /Joint Chair, Vice Chair / Secretary and Treasurer to be elected at the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) called for this purpose, who shall be a parent of a present pupil of Beech House and shall retire annually but shall be eligible for re-election. The Chair / Joint Chair will have served on the Committee for at least two terms prior to standing for election, unless agreed by a majority at the AGM.
- b) No individual shall hold more than one Appointed Office, unless agreed by a majority at the AGM.
- c) Nominations for Officers shall be made in writing to the Secretary at least seven days prior to the AGM. The election shall be by vote of those members present at the AGM (one vote per member present).
- d) The Head Teacher of Beech House shall have the right to veto any nominations to Officer positions, if it is felt that such a nomination would not be in the best interests of the School and / or the Association.
- e) Officers of the Association agree to undergo DBS checking in support of their work, where the School deems this appropriate.

6) Management Committee and Nominations

- a) The affairs of the Association shall be under the direction and control of the Beech House Parents' Association Management Committee (the "Committee") consisting of the Appointed Officers, immediate previous Chair / Joint Chair, Parent Governor and up to a maximum of 20 other members of the Association, or such number, as the Committee shall decide from time to time.
- b) Any seven members shall form a quorum.
- c) Members shall be elected for a period of three years and may offer themselves for re-election and shall resign their position within one year of their child leaving Beech House.
- d) If a member fails to attend three consecutive meetings without notification to the Secretary, it will be deemed that the member has resigned their position on the Committee.
- e) Any Committee vacancy occurring between AGM's may be filled by agreement of the majority of members.
- f) A representative from the Committee should attend Junior and Senior Girls' Division Parents' Association Committee Meetings, and those of other Parents' Associations within Bolton School where possible, to promote and share ideas and information.
- g) Nominations for membership shall be forwarded in writing to the Secretary at least seven days prior to the date of the AGM. The election shall be by vote of those members present at the AGM (one vote per member present).

7) Committee Meetings

- a) Ordinary General Meetings of the Committee shall be held at the discretion of the Chair / Joint Chair and at least one meeting shall be held each term. Members shall be given at least seven days' notice of meetings.
- b) Members unable to attend meetings shall notify the Secretary in advance.
- c) The Committee may co-opt any members and may form any Sub-Committee as necessary. The Officers shall be ex-officio members of all Sub-Committees.
- d) The Secretary shall convene meetings, take minutes of all meetings, conduct correspondence of the Association and keep a register of members.
- e) The Committee may invite up to three members of the teaching staff to attend its meetings.

8) Annual General Meeting

- a) An AGM shall take place in the autumn term. Members shall be given at least 21 days' notice of the meeting.
- b) At the AGM the Committee shall present a report of its proceedings and audited financial statement for the previous year ended 31st August.
- c) Any suggestions or resolutions for consideration at the AGM shall be sent to the Secretary in writing at least 14 days prior to the meeting.
- d) Each member present shall be entitled to one vote.
- e) An EGM of the Association may be called by the Committee or by requisition signed by 20 members of the Association and forwarded to the Secretary, who will, within one week of receiving such a requisition, call a meeting within 21 days of such requisition.
- f) A simple majority vote of members present will carry any proposal and that in the event of a tie, the Chair / Joint Chair will have the deciding vote.

9) Amendment of 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.

Beech House Parents' Association
March 2019