



Constitution for Dover Down Parents Association

1. The name of the Association shall be DOVERY DOWN 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:
 - a. Develop more extended relationships between the staff, parents and others associated with the school.
 - b. Engage in activities which support the school and advance the education of the pupils attending it.
 - c. Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee. (Note 1)
5. The Association may appoint a President.
6. The names of the Vice Presidents shall be submitted at the Annual General Meeting. (These are usually people the Association wishes to honour).
7. Membership shall consist of all parents and / or guardians of pupils attending the school and all teachers. (Note 2)
8. The management of the Association shall be vested in a Committee consisting of the following Officers: Chair, Vice Chair, Honorary Secretary, Honorary Treasurer together with up to 15 other members. (Note 3)
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.
10. 3 members of the Committee shall constitute a quorum. (Subject to Note 4)
11. The Committee shall have the power to co-opt a maximum of 5. (Note 5)
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 a budget agreed by the Committee.
13. Committee meetings shall be held at least once each term.
14. The Annual General Meeting will be held during the Autumn term (Note 6). At the Annual General Meeting, the chair shall be taken by the Chair or in his / her absence the Vice Chair of the Committee.
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.
16. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.

17. Special General Meetings may be called at the written request of a minimum of 10 members.
18. Thirty days notice shall be given of any Special general meeting to all members of the Association.
19. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial Report to all Committee meetings, and shall present the accounts for approval by the members at the Annual General Meeting.
20. Bank accounts shall be operated in the name of the Association, and withdrawals shall be made on the signature of any two of the Officers of the Association.
21. The financial year shall commence on 1 September. (Note 7)
22. 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.
23. No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of The Charity Commission to Clauses 2, 23 or 24 and no alteration 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.
24. 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 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 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.

Notes

1. Membership of the National Confederation of Parent Teacher Associations automatically provides this.
2. Membership can also include past parents, grandparents, Friends of the school, ancillary staff and Governors.
3. The size of the Committee should depend upon the number of children on roll. A small school might have a Committee of five plus Officers; a large one, twelve plus Officers. The Headteacher may be a member of the Committee.
4. A quorum would depend on the size of the whole Committee. It must be a third of the members, minimum three.
5. Co-opted members. The number would depend on the size of the Committee, usually two cooptees would be sufficient. They could have voting rights.
6. The AGM should preferably take place during the Autumn term to enable new parents to be involved from the start of the new school year.
7. The financial year will be for twelve months.