**CONSTITUTION**

**THE WETHERBY PREPARATORY SCHOOL PARENTS’ ASSOCIATION**

**NAME**

1. The Wetherby Preparatory School Parents’ Association [WPSPA]

**AIM**

1. The purpose of the Association is to promote the spirit of community

 amongst the parent body of Wetherby Preparatory School.

3. The Association will set out to:

 (a) Promote and maintain co-operation between parents, guardians

 and teachers through improved communications.

 (b) Support school staff in the planning of school functions.

 (c) Nominate a designated charity on an annual basis.

**MEMBERSHIP**

4. The following are eligible for membership of the Association:

 (a) Parents and guardians of children attending the school

 (b) Members of the teaching staff

**MANAGEMENT OF THE ASSOCIATION**

5. A parents’ committee will manage the Association. The committee may

 hold its meetings as it thinks fit, subject to these guidelines.

6. The parents’ committee shall consist of:

 (a) Chairman

 (b) Secretary

 (c) Treasurer

 (d) One representative from each class

 (e) The Headmaster or Deputy Headmaster

7. The Committee shall have the power to co-opt members and to appoint

 sub-committees of its members.

8. Whilst the Association is not debarred from discussing any matter, it is

 fully understood that the Association shall not be concerned with the

 school administration, internal discipline and general running of the school,

 which are the sole prerogative of the Headmaster and authorized deputy.

**ELECTION OF MEMBERS OF THE COMMITTEE**

9. During the summer term, each class shall choose a parent to be its

 representative for the subsequent year. This role may be shared between

 two parents if necessary. However, only one representative from each

 class may attend a committee meeting. In the event of a contested

appointment, the Secretary will organise a secret ballot. Year 4 parents

will be invited to join at the beginning of the school year.

10) During the summer term, the current Year 7 parents shall choose from their number a Chairman.

11) The Chairman elect shall choose the Secretary and Treasurer.

1. The Chairman and Secretary shall only be appointed from the Year 7 (to be

 Year 8) parents.

13) The Chairman, after consultation with the class representatives, shall choose

 the chairs of other committees/ subcommittees.

14) Representatives who retire before the end of their term shall invite their

 class to nominate a replacement.

15) Class representatives shall appoint a new Chairman in the event that the

 Chairman resigns before the end of his/her term.

16) Usually there will be one committee meeting each term to be held at a

 mutually convenient time at the school.

# ALTERATION OF THE CONSTITUTION

17) No rule shall be eliminated or changed and no rule added without the consent of at least two-thirds of the Committee.

**DUTIES OF THE OFFICERS**

1. The Chairman shall preside at meetings or, if absent, someone appointed

by the meeting.

19) The Secretary shall keep minutes of all meetings and such other records as may be necessary, conduct correspondence and keep members informed of any items of special interest.

20) It is the duty of the class representative to inform their class of matters

 arising from the committee meeting. This may include circulating the

 minutes of the meeting to their class.

21) The Treasurer shall record the receipt and payment of monies and keep

 the necessary financial records. S/he may disburse monies only as

 generally authorised by the Committee and specifically authorised by the

 Chairman. S/he will maintain a petty cash account not in excess of £10 and

 shall place all other monies received to the credit of the Association’s bank

 account. S/he will present a statement of the current financial position when

 required but at least once a year.

**FINANCE**

22) The Chairman and the Treasurer shall have the power jointly to sign

 orders on the Association’s account.

23) The Committee shall utilise at their discretion, a portion of the funds of the

 Association for the purchase of equipment or provision of services or

facilities to be used for the benefit of the school (but in the case of equipment this shall remain the property of the Association), and it shall

be the duty of the Committee to utilise all funds not reasonably required

for the conduct of the affairs of the Association.

24) Meeting expenses shall be authorised by the Chairman and Treasurer and

 paid from Association funds.

25) The Association’s financial year shall run from 1st September to 31st

 August.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chairman

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

 Secretary