

St Michael's CE Primary School, Sunninghill
Parents - Staff Association

1. The name of the Association shall be St Michael's CE Primary School Parents Staff Association.
2. The object of the association is to advance the education of 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.
5. Membership shall consist of all parents and/or guardians of pupils attending the school and all Staff.
6. The management of the Association shall be vested in a Committee consisting of the following: Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer (held by a parent) together with other members (up to: 5 additional parents and 3 Staff). The Chair may be held by 1 person or by 2 equal co-chairs.
7. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
8. A quorum shall consist of the fewer of: 4 or 50% of the committee members. Motions require more than 50% of the quorum to pass.

9. The Committee shall have the power to co-opt additional members at any time, and co-opted committee members/trustees shall serve until the date of the next AGM.
10. The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees.
11. 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 provide further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
12. Committee meetings shall be held at least once each term.
13. The Annual General Meeting will be held in the Autumn Term. At the Annual General Meeting, the chair shall be taken by the Chairman, (or in his/her absence the Vice Chairman of the Committee).
14. 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.
15. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
16. The Association shall, each year, have its accounts and books checked or audited to the extent required by the Charity Commission. The books and accounts shall be made available for inspection by any association member on request to the committee.
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. They shall also

present the accounts duly audited or checked as required for approval by the members at the Annual General Meeting. The accounts and books shall be kept current as far as is reasonably practicable.

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 nominated committee members.
21. The financial year shall commence on 1st September.
22. Any matters 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, 22 and 23 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alteration 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 in effect it cannot be given to this provision then the assets can be given to some other charitable purpose.