

Constitution of Hazelwood Parent-Staff Association

1. Name

The name of the Association shall be the Hazelwood Parent/Staff Association (called HPSA).

2. Objectives

The objective of the Association is to advance the education of the pupils in the Schools. In furtherance of this object, the Association may:-

- (a) Develop more extended relationships between the staff, parents and others associated with the Schools.
- (b) Engage in activities which support the Schools 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 Schools (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.

3. Political Affiliation

The Association shall be non-political.

4. Insurance

The Association shall take out Public Liability and Personal Accident Insurance to cover its' meetings, activities, Officers and Committees.

5. Membership

- (a) Membership shall consist of:
 - (i) Parents and Guardians of any pupil attending the Schools;
 - (ii) The teaching and non-teaching staff of the Schools;
 - (iii) The Governors of the Schools.
- (b) Membership shall be open to the following subject to the approval of the Executive Committee:
 - (i) Past parents of the Schools;
 - (ii) Past pupils of the Schools;
 - (iii) Past teachers of the Schools;
 - (iv) Individuals approved by the Executive Committee.

- (c) Members may vote in any meeting.

6. Notice of meetings

All notices required to be given (in writing) shall be displayed by the Secretary on the Schools' and Staff Room noticeboards and such display shall be sufficient to all members.

7. Annual General Meeting

- (a) There will be an Annual General Meeting to be held at the end of the summer term each year.
- (b) A quorum for the AGM shall be 11 members.
- (c) At the AGM, the previous year's accounts shall be presented. The Chair shall report on the previous year's activities.

8. The Executive Committee

- (a) At the AGM, the officers of the Executive Committee shall be elected by proposing and seconding of members for the posts of Chairperson, Vice-Chair, Treasurer and Secretary.
- (b) Membership shall be open to the following subject to the approval of the Executive Committee:
 - (i) Past parents of the Schools;
 - (ii) Past pupils of the Schools;
 - (iii) Past teachers of the Schools;
 - (iv) Individuals approved by the Executive Committee.
- (c) Any member of the Association may attend the meetings.
- (d) All contributing groups will be invited to nominate members of the Committee.
- (e) The Executive Committee shall meet at least twice a term.
- (f) A quorum for the Executive Committee shall be four members of whom at least two should be officers.

9. Sub-Committees

The Executive Committee shall have authority to establish sub-committees. All sub-committees shall be responsible to the Executive Committee.

10. Alterations to the Constitution

No alteration to the constitution may be made except at the AGM 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, 10 and 14 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.

11. The Secretary

The Secretary shall:

- (i) Record minutes of meetings and arrange their distribution;
- (ii) Deal with Association correspondence;
- (iii) Give notice as prescribed in clause 6 of the AGM and all Executive Committee Meetings;
- (iv) Issue statements and press releases under the Chair's direction;
- (v) Report on each previous year's activities at the AGM.

12. The Treasurer

The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts in good order at the AGM. The banking account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:

- (a) Chairperson;
- (b) Vice-Chairperson;
- (c) Treasurer;
- (d) Secretary.

13. Other Matters

Any matters not provided for in the Constitution shall be dealt with by the Executive Committee whose decisions shall be final.

14. Dissolution

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 Schools for the benefit of the children of the Schools, or in the event of a Schools closure to the school to which the majority of the children of the closing Schools 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.