

CONSTITUTION

(adopted 24 October 1974 and amended by resolution 19 October 2023)

1. The name of the Association shall be Claygate Primary School Parents Association.
2. The aim of the Association is to advance the education of the pupils at the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the local educational authority) and as ancillary thereto said in furtherance of this aim the Association may:
 - a. foster more extended relationships between the staff, parents and others associated with the school, and
 - b. engage in activities which support the school and advance the education of the pupils attending it.
3. The Association will be non political and non sectarian.
4. The membership shall consist of all parents of scholars and all members of staff.
5. There will be no membership subscription.
6. Offices of the Association shall be chairman and vice chairman, one from each school, Secretary and Treasurer.
7. The Committee shall consist of the three Officers of the Association, to be elected annually.
8. Additional members may be co-opted by the Committee for special purposes, or to fill vacancies .
9. A quorum shall consist of five members, including two officers.
10. Voting shall be by a show of hands unless the Committee decide that in any particular case there shall be a ballot.
11. The funds of the Association shall be used in accordance with the general policy of the Association. In any financial year where the Associations gross income exceeds £25,000 the Trustees must arrange for an independent examination of the charity's accounts. The financial year ends at 31st July. An account shall be opened at Barclays Bank in the name of the Association and the cheques must be signed by two of the four officers. The Association funds can be transferred to an account with any other clearing bank at the discretion of the Committee.
12. The Annual General Meeting shall be held in the Autumn term. Twenty-one days notice to be given. Notices of motion must be submitted in writing to the Secretary fourteen days before the Annual General Meeting.
13. The Committee shall organise at least one meeting per term.
14. The internal organisation methods used in the schools do not come within the purview of this Association.
15. An extraordinary General Meeting may be held at any time when requested by the Committee, or in writing by twenty members. Seven days notice is required.
16. Amendments to this constitution may be made only at the Annual General Meeting or Extraordinary General Meeting, and must be carried by a two-thirds majority of those present, provided that no alteration or amendment shall be made to the aims or dissolution clauses or this clause which would cause the Association to cease to be a charity at Law.