

William Law School Association Constitution

William Law C.E Primary School
Twelvetree Avenue, Werrington, Peterborough, PE4 5DT
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Registered Charity Number 1026549

1. The name of the association shall be 'The William Law School Association'.
2. The object of the association is to advance the education of the pupils in the school. In furtherance of this objective the association may:-
 - a. Develop more extended relationships between the staff, parents and others associated to the school.
 - b. Engage in activities which support the school and advance the education of its 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. The association may appoint a president.
6. The names of the vice president shall be submitted at the annual general meeting. (These are usually the people the association wishes to honour).
7. Membership shall consist of all parents and or guardians of pupils attending the school all staff of the school and all governors of the school. Honorary membership (without voting rights) may be conferred upon other persons who wish to be associated with the school.
8. The management of the association shall be vested in a committee consisting of the following officers: - Chairperson, Vice Chairperson, Treasurer, Deputy Treasurer, Head Teacher, Deputy Head Teacher and a minimum of eight parents.

9. The officers and committee, apart from the members of staff, shall be elected at the annual general meeting and shall serve, in accordance with Charity Commission guidelines, until the commencement of the next annual general meeting.
10. 8 members of the committee shall constitute a quorum.
11. The committee shall have the power to co-opt a maximum 2 other voting members.
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, with those noted in point 8. Any parent/carer or teacher that is not participating within the committee is required to contact the chairperson in advance of attending any meeting. Children are not permitted at these meetings
14. The annual general meeting will be held in the first half of 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. 20 members shall constitute a quorum for the annual general meeting.
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. At least one auditor who is not a member of the committee shall be elected annually at the annual general meeting or by the first meeting thereafter to audit the accounts and books of the association.
18. Special general meetings may be called at the written request of a minimum 10 members.

19. Thirty days notice shall be given of any special general meeting to all members of the association. 20 members shall constitute a quorum for a special general meeting.
20. 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 duly audited for approval by the members at the annual general meeting.
21. Bank accounts shall be operated in the name of the association and withdrawals shall be made on the signature of any two members of the committee to be agreed at the first meeting of the year. However, at least 3 members must be signatories on the bank mandate.
22. The financial year shall commence on 1st August.
23. 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.
24. No alterations 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, 24 and 25 and no alteration shall be made which could cause the association to cease to be a charity by law. Alterations to the constitution shall receive the assent of two thirds of members present and voting at an annual general meeting or special general meeting.
25. 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 the 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.

26. All committee members are required to be DBS (Disclosure and Baring Service) checked (previously known as a CRB (Criminal Records Bureau) for the William Law School Association.

Updated 9th October 2013