



## CONSTITUTION

### 1 TITLE

The Association shall be called The King's Hospital Parents' Association.

### 2 MEMBERSHIP

- 2.1 Membership of the Association shall be open to all parents and guardians of pupils of The King's Hospital.
- 2.2 The Headmaster/Headmistress shall be an ex-officio member of the Association.

### 3 AIMS

- 3.1 The aims of The King's Hospital Parents' Association shall be to promote the total welfare of the school and its pupils through co-operation and communication (i) between parents and (ii) between parents, staff and Governors and (iii) to encourage social and other activities among the members.
- 3.2 The Association may not become involved in professional matters concerning the teaching staff.

### 4 COMMITTEE

- 4.1 A committee of fifteen members shall be elected at the Annual General Meeting of the Association. The committee thus elected shall elect its officers, who will include a Chairman or Chairwoman, an Honorary Secretary and an Honorary Treasurer.
- 4.2 The Headmaster/Headmistress shall be an ex-officio member of the committee.
- 4.3 In order to ensure a committee which is fully representative of all aspects of the school's population, including boarding, day, rural, urban, male and female, the Headmaster/Headmistress may nominate three additional members of the committee.
- 4.4 Families shall each be limited to one member on the committee.
- 4.5 The committee shall retire each year but shall be eligible for re-election. The Chairman/Chairwoman, the Honorary Secretary, The Honorary Treasurer and any other officers may not remain in office for more than three successive years.
- 4.6 Should a vacancy occur on the committee during the year, the committee may co-opt any member of the Association to fill the vacancy until the next Annual General Meeting.
- 4.7 Seven members of the committee shall form a quorum at all meetings. No committee meetings shall take place without the Headmaster/Headmistress or his/her representative being present. Sub-committees set up for a specific purpose shall meet as required.
- 4.8 The committee shall each year nominate at least one delegate to COMPASS (Co-operation of Minority Religions and Protestant Parent Associations Post Primary) in accordance with the constitution of COMPASS.
- 4.9 The committee shall, as vacancies arise, elect two ex-officio representatives to the Board of Management. The parents thus elected will each serve for two years.



## **5. MEETINGS**

- 5.1 The Annual General Meeting shall be held during the Autumn term each year.
- 5.2 Ordinary meetings may be held as deemed appropriate.
- 5.3 Not less than fourteen days' notice of meetings shall be sent to each member and must be accompanied by the agenda for that meeting.
- 5.4 The quorum at the Annual General Meeting shall be 40 members.
- 5.5 The agenda of the A.G.M. shall be issued with notice of the meeting. It shall include: Minutes of the previous A.G.M.; Treasurer's Report and Adoption of Accounts; Chairman's Report; Election of Committee; Appointment of Honorary Auditor; Any other Business.
- 5.6 Extraordinary General Meetings may be held during the year in the event of any important decisions or other urgent business which the committee, by a majority decision, feel should be brought to the notice of the general membership of the Parents' Association. Such a meeting may also be called by not less than forty members of the Parents' Association upon written requisition to the Honorary Secretary stating the object of the proposed meeting. At such a meeting 81 members shall form a quorum.
- 5.7 At all meetings of the Association the Chairman of the committee shall occupy the Chair, failing whom the meeting may appoint any other member of the committee as Chairman.

## **6. VOTING**

- 6.1 All members present at an A.G.M or E.G.M. shall be entitled to vote.
- 6.2 Except in cases of alterations to the Constitution, every question at meetings of the Association shall be decided by a simple majority. In the event of an equality of votes, the Chairman shall have the casting vote in addition to the vote in which he or she is entitled as a member.

## **7. ALTERATIONS TO THE CONSTITUTION**

Proposed alterations to the Constitution may be made only at an Annual General Meeting or an Extraordinary General Meeting. Notice of such proposals must be sent in writing to the Honorary Secretary at least one calendar month before the date of such a meeting and must appear on the agenda for the meeting. No alteration may be made except by a majority of two-thirds of that number present and entitled to vote.

## **8. FINANCE**

- 8.1 An annual subscription per family, to be determined by the committee, will be included annually as an additional item on the bill. It may be deducted by any parent or guardian not wishing to join the Parents' Association.
- 8.2 A bank account shall be kept in the name of the Association under the supervision of the Honorary Treasurer. Monies drawn will require the signature of the Honorary Treasurer and one other member of the committee.
- 8.3 Any decision that the Association shall donate money or goods to the school shall have the prior approval of the Headmaster/Headmistress.
- 8.4 The financial year of the Association shall correspond to that of the school and shall end on July 31st.

## **9. DISSOLUTION**

- 9.1 The Association may be dissolved only by an Extraordinary General Meeting especially convened for the purpose and by a resolution carried by a majority of four-fifths of the votes recorded in respect of same.
- 9.2 Any surplus funds which may be in hand at the time of dissolution shall be handed over to the school.