



Constitution

Name: Bearwood Parents' Association (abbreviated to BPA)

Aims: The primary aims of the Association are:

- To encourage parents to become more involved with Bearwood College
- To allow parents to get to know each other and the members of staff socially.
- To facilitate a flow of information between the College and parents
- To fund raise to provide equipment which will benefit the College.

Method: Organise regular social gatherings to allow staff and parents to meet and talk in a relaxed environment.

Organise fund-raising events.

Provide assistance at events organised by the College.

Communicate with members using appropriate media such as newsletters, email, notice boards, and website.

Powers: The Association shall have the power to do anything considered by the Committee to be in furtherance of the aims

Membership: All Parents/Guardians of children attending Bearwood College and all Staff at the College shall be members of the BPA.

General Meetings: The Annual General Meeting (AGM) shall be held during the first half of the Autumn Term each year. Members will be notified of the meeting at least two weeks in advance.

The business shall include:

- Presenting the work of the Committee
- Detailing money raised and recipients of funds
- Approval of the Accounts
- Appointment of Auditor for the following year
- Any resolutions submitted by members
- Election of members to serve on the Committee

At all general meetings voting shall be on the basis of one vote per member present at the meeting

At all general meetings the quorum shall consist of 10 members.

The Committee shall have the power to call an Extraordinary General Meeting at any time, if so decided by simple majority.

Committee: The Business of the Association shall be managed by a committee of between 5 and 20, consisting of Parents/Guardians and a minimum of one Teacher appointed by the Head and representing the Teaching Staff.

Members of the committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. The committee may co-opt additional members if so required between AGM's.

Office Bearers: Chairman, Vice Chairman, Secretary, Treasurer and such others as may be required. The committee at the first meeting after the AGM will elect the office bearers. Office bearers will stand for re-election each year but shall not serve more than two consecutive years in the same position.

The committee may co-opt any member to fill a vacancy occurring between AGM's. The co-opted members shall retire at each AGM, but shall be eligible for election.

Operation of the Committee: A member of the committee failing to attend three consecutive meetings shall be deemed to have retired from the committee.

Meetings of the committee shall be held as required, notice to be given in writing.

At all meetings of the committee a third of committee members, at least two of whom are office bearers, shall form a quorum.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairman shall have both a deliberative and casting vote. The Chairman's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The books shall be brought to balance before each AGM and a competent person appointed at the previous AGM by the members shall audit the accounts.

This person will be appointed by simple majority of the committee except that the treasurer shall not vote.

The committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.

Changes to the Constitution: Changes or additions must be sponsored by the majority of the committee and be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting: giving not less than 7 days notice and be approved by not less than two thirds of those present.

Dissolution: In the event that the Association ceases to exist any remaining funds should be distributed for the educational benefit of the College.

Approved at the AGM October 18, 2003