

## **Caterham School Parents' Association Constitution**

The name of the Association is: **Caterham School Parents' Association.**

Where the word 'School' is used below it means both the Senior and Prep Schools unless otherwise stated. The 'Association' means Caterham School Parents' Association.

The Association comes under the umbrella of the School, which is a registered charity and company limited by guarantee. The funds of the Association will be held as restricted funds (a reserve account that can only be used for specific purposes

## **Annual General Meeting**

The Association shall once a year and normally in the Autumn Term hold an Annual General Meeting (AGM) for the following purposes:

- to receive the Chair's report;
- to receive the accounts for the previous year;
- to elect members to the Committee;
- to deal with any other business for which at least twenty one days' notice shall have been given by any member in writing to the Secretary and which is appropriate to the purposes of the Association; and
- at the discretion of the Chair(s), to deal with any further business raised before the Meeting or raised at the Meeting, which is appropriate to the purposes and object of the Association.

At least twenty



received than there are places vacant on the Committee, a vote by a show of hands of those Full Members present at the AGM shall be taken.

### **Meetings**

Apart from the AGM the Association shall meet at such times as the Committee shall deem necessary. Not less than fourteen days' notice of all Meetings shall be given to members.

The Committee may call an Extraordinary General Meeting (EGM) in order to discuss and vote on pressing matters, which need to be determined before the next

satisfy the object of the Association and be given or transferred to the School and their nominated charities.

### **Constitution**

No alteration or amendment of this Constitution shall be made except at the AGM or at an EGM of the Association.

Notice of any proposals to alter or amend the Constitution must be contained in the notice convening the meeting, together with details of the resolution to be put.

A resolution to alter or amend the Constitution shall not be effective unless it is approved by the School's Board of Trustees and passed by a majority of three quarters of those present in person or by proxy. Any member who wishes to propose any alteration in the Constitution shall give notice of such proposals to the Secretary at least twenty one days before the proposed date of the meeting at which the proposal is to be discussed.

### **Other matters**

Any point or matter that will arise in addition to the foregoing, including any question or dispute arising upon those rules or between the Association and any of its members shall be dealt with and determined by the Committee and shall be subsequently reported to the AGM of the Association.

Amended 21/03