



**QUEEN'S COLLEGE**

**PARENTS' ASSOCIATION**

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**CONSTITUTION**

## 1. AIMS

The object of the Association shall be:-

- a) To foster and support the welfare of the College.
- b) To promote social contacts and co-operation between the members, the pupils and staff of the College.
- c) To maintain a fund to be used by the Association in consultation with the Principal for the benefit of the College or for the social functions of the Association. It is not intended that the money should be accumulated, unless so approved by the Committee.
- d) The Association does not seek to play an executive part in the direction of the policies of the College or in the management of the College.

## 2. MEMBERSHIP

All parents or guardians of pupils in the school are deemed to be members of the Association unless they express a wish to the contrary in writing to the Principal. All members have the right to vote at General Meetings and are eligible to hold office in the Association.

## 3. MANAGEMENT: COMMITTEE MEMBERSHIP AND ELECTIONS

- a) The affairs of the Association shall be managed by a Committee consisting of the Principal as President ex-officio, a minimum of 8 elected members and additional members co-opted by the Committee. These co-opted members may include new parents, members of staff and members of the Council.
- b) All members of the Association are eligible for election to the Committee. Nominations for membership of the key positions of Chairman, Treasurer and Secretary shall be supported by 2 members
- c) Only members present at the Annual General Meeting may vote in the election of Committee members.
- d) The Chairman, Secretary and Treasurer shall be elected at the Annual General Meeting. The Chairman will have served as an active member of the QCPA for at least a year.
- e) The Chairman and all members of the Committee shall be eligible for re-election. No member shall serve for more than 4 years in total and members must be re-elected after 2 years.
- f) The Committee shall have the power to co-opt members to fill casual vacancies, provided that such members serve only until the following Annual General Meeting, when they may stand for election.

**4. COMMITTEE PROCEDURES**

- a) The Committee shall meet not less than once a term.
- b) The Chairman of the Committee shall have a casting vote.
- c) Any member of the Committee who is absent from its meetings for 3 consecutive terms shall cease to be a Committee member.
- d) Any member whose child or ward leaves the school during the member's term of office shall be entitled to serve until the next Annual General Meeting.
- e) The Committee shall have the power to appoint sub-committees.

**5. MEETINGS**

- a) The Annual General Meeting shall be held during the second half of the Summer Term.
- b) At least 3 weeks' notice of the Annual General Meeting shall be given to all members. Publication of the date of the Annual General Meeting in the School Calendar shall be deemed proper notice.
- c) Notice of motions to be raised at the Annual General Meeting shall reach the Secretary at least 4 weeks before the date of the Meeting.
- d) 15 members of the Association attending the Annual General Meeting shall be a quorum and the Chairman shall have a casting vote.
- e) The Committee shall present to the Annual General Meeting a report of its activities during the past year.
- f) The Treasurer shall submit a financial report and the Committee's proposal for the forthcoming year's subscription.
- g) An extraordinary General Meeting may be called by the Committee or 25 members of the Association, provided that 3 weeks' notice be given to all members.

**6. MEMBERS IN A GENERAL MEETING (*meaning the AGM or an 'extraordinary General Meeting'*)**

Shall have power :-

- a) To elect the members of the Committee and the Chairman, Treasurer and Secretary of the Association.
- b) To fix and vary the subscription.
- c) To amend this constitution by a simple 2/3 majority; but paragraphs 1 and 2 shall not be altered without the agreement of the Council of the College.

7. **FINANCE**

- a) One subscription for each child shall be payable. The amount agreed for the succeeding year by a simple majority at the Annual General Meeting shall be included in each term's school fees account payable to Queen's College. This money shall be handed over without deduction by the College to the Association.
- b) The Association shall open a bank account.
- c) Cheques must be signed by the Treasurer. Expenditure over £100 must be approved by a committee meeting and the approval minuted.
- d) The accounts of the Association shall be audited annually.