



# Oaklands School

## Oaklands Parents' Association Constitution

The OPA is a group of parents who organise regular events and functions to raise money for school outings, Christmas parties and equipment for the School. Every family contributes a set sum of money per term to the association. It has no part in deciding school policy, but is a social and fundraising group.

### OAKLANDS PARENTS' ASSOCIATION (OPA) CONSTITUTION

#### 1. NAME

The name of the Association shall be 'Oaklands Parents' Association'.

#### 2. OBJECTS

The objects of the Association are to support the education and improve learning and development opportunities of the pupils of the School by providing and assisting in the provision of facilities for education at the School and as an ancillary thereto and in furtherance of this object the Association may:

- a. foster more extended relationships between the staff, parents and others associated with the School;
- b. engage in activities which support the School to advance the education and learning and development opportunities of the pupils attending it;
- c. encourage the cooperation of the parents by organising functions and raising funds.

#### 3. LIMITATIONS

The Association shall not be concerned with:

- a. the School's education policy or internal organization;
- b. political issues.

#### 4. MEMBERSHIP

All parents of children attending the School and teachers at the School shall automatically be members of the Association.

#### 5. MANAGEMENT

Parents wishing to make a more active contribution and be part of ongoing conversations and decision making processes shall be invited to become Committee Members. The management of the Association shall be vested in the Officers and Committee Members.

The Committee may, for good reason, exclude any person from membership whose presence at or support of the School is deemed a danger to the School or its pupils or staff or might bring the Association into disrepute. Any exclusion will be made only after notifying the member concerned in writing and considering the matter in the light of any representations which the member puts forward within fourteen clear days after receiving notice.

#### 6. PRESIDENT

The Head of Oaklands School shall be the President of the Association.

## **7. OFFICERS**

The following roles will be duly elected (see section 8 below) and designated as the Officers of the Association:

- a. Chair or Co-Chairs
- b. Vice Chair
- c. Secretary
- d. Treasurer

## **8. ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

Officers and Committee Members shall be elected as follows:

- a. The election of Officers and other Committee members shall take place at the Annual General Meeting, or at an Extraordinary General Meeting in exceptional circumstances.
- b. Nominations for the committee shall be proposed and seconded at least one week in advance of the Annual General Meeting.
- c. Further nominations may be taken at the Annual General Meeting if there is nobody, or insufficient numbers, proposed to fill the positions.
- d. The Chair of Co-Chairs, Secretary and Treasurer shall be elected for a period of one year. Each shall be entitled to stand for re-election.
- e. Other Committee members shall be elected for a period of one year. Each shall be entitled to stand for re-election.
- f. The Head shall remain a Committee member as President during their tenure as Head of the School and shall not be required to stand for election and re-election.
- g. Any Officer or other Committee member may retire, giving at least one week's prior written notice to the Chair. If the Chair is to retire, one week's written notice by the Chair must be given to the President.
- h. If any Officer retires between Annual General Meetings, the position(s) may be filled by other Committee members. Such co-opted Committee members must stand for election at the next Annual General Meeting.
- i. Members may not serve as any Officer for more than four years consecutively without offering to stand down as an Officer for a period of at least one year, and consideration should be given to members who have not stood before.

## **9. COMMITTEE**

The Committee shall consist of the Chair, Vice Chair, Secretary, Treasurer and a maximum of ten other parents. Only one parent per family may serve as an Officer on the Committee at any given time.

The Committee shall meet at least once per term, with five members needed to constitute a quorum. Decisions at Committee meetings shall be made by a simple majority. In the case of equal voting, the Chair or nominated Co-chair shall have a casting vote.

When a member's direct association with the School, as a current parent or guardian, ceases, they may become an ex-member entitled to attend functions where appropriate but with no further voting rights or eligibility to be on the committee.

## **10. ANNUAL GENERAL MEETING**

The Committee shall follow the procedures below with regard to the Annual General Meeting:

- a. The Annual General Meeting of the Association shall be held within the first half of the Autumn Term in each year.
- b. At least ten days written notice of the Annual General Meeting shall be given to all members of the Association.
- c. A meeting may be called with the agreement of three members of the committee.
- d. At the Annual General Meeting the Treasurer shall submit a report to present the status of the Association's finances.
- e. The annual subscription shall be determined at the Annual General Meeting and take effect from the following 1 January, and shall be payable termly on each term's parental invoices.
- f. Resolutions at Annual General Meetings shall be passed by a simple majority of the votes cast by members present at the meeting, except in respect of proposed changes to this Constitution, which shall only be passed with a two-thirds majority of the votes cast by members present at the meeting including the President of the Association.
- g. In the event of equal voting the Chair or nominated Co-Chair shall have a casting vote.

## **11. FUNDS**

- a. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly examined or audited, at the Annual General Meeting.
- b. The accounting year shall be the same as the School's academic year: 1 September to 31 August.
- c. An independent examiner (not a member of the Committee) shall be appointed at the Annual General Meeting to audit the accounts and books of the Association.
- d. The Bank Account shall be in the name of the Association and withdrawals shall be made in the name of the Association on joint signatures in accordance with the bank mandate approved by the Committee.
- e. Of the officers, any two shall have the power to sign cheques or access statements.
- f. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association, but will be given to the School for the benefit of the children of the School.

## **12. CHANGES TO THIS CONSTITUTION**

- a. Any changes to this Constitution shall only be made at an Annual or Extraordinary General Meeting.
- b. Any proposal to change this Constitution shall be listed on the agenda of the Annual or Extraordinary General Meeting.
- a. Any proposed changes to this Constitution shall only be passed at an Annual or Extraordinary General Meeting on a two-thirds majority of the votes cast by members present at the meeting.

## **13. MISCELLANEOUS**

Any matter not provided for in this Constitution shall be dealt with by the Committee, whose decision shall be deemed to be final.