



Constitution and Rules

As amended at the AGM October 2009

1. The Association shall be called Sir Thomas Rich's School Parents' Association.
2. The aim of the Parents' Association is to help strengthen the School community and widen the enjoyment and opportunities for pupils at the School through:
 - raising funds to provide grants for equipment and projects for the benefit of the School pupils
 - helping to integrate parents into the School community
 - organising events and other channels to enable parents to meet each other

Any Association grants will be for items not normally provided by the Local Authority

3. The action of the Association shall at no time conflict with the policy or activities of those responsible for the Governance of the School.
4. Membership is open to parents or guardians of past and present pupils.
5. All staff of the School are entitled to honorary membership.
6. The Headmaster of the School shall be Honorary President of the Association.
7. The other officers shall comprise:
 - Chair
 - Vice Chair
 - Treasurer
 - Secretary
8. The Treasurer and Secretary shall act as Vice-Chairman in case of need, in that order.
9. The Committee shall consist of:
 - the officers elected at the Annual General Meeting
 - at least 6 parents or guardians of pupils from across year groups
 - the headmaster and deputy head will be ex-officio members of the committee
10. The committee will meet as required but at least three times a year. The quorum will be 2 elected members plus 1 ex-officio member and 3 additional committee members.
11. The AGM will be held in the Autumn Term of each year and shall be summoned by at least 14 days notice in writing to the Members of the Association and all reasonable efforts should be made to advertise widely to parents / guardians. The election of Chair, Vice-Chair, Treasurer and Secretary will take place at the AGM. This will be for the period ending at the next Annual General Meeting and existing incumbents will be eligible for re-election.

12. In the event of an officer vacancy in-between AGM's an Extraordinary General Meeting will be called to elect a new officer. At least 14 days notice in writing shall be given.
13. Alterations to the rules can be made at the AGM only. Proposals to this effect must reach the Secretary 21 days before the meeting and be circulated to the Members with the notices.
14. Accounts shall be kept and audited annually by persons appointed at the AGM.
15. The Constitution shall be reviewed every three years