

NORWOOD SCHOOL ASSOCIATION CONSTITUTION

1. The name of the association shall be 'Norwood School Association.
2. The objects of the Association are to advance the education of the pupils of the school by: -
 - a) Raising additional funding to provide extra facilities.
 - b) Fostering the relationships between parents, staff and friends of the school
3. The association shall be non-political.
4. The president of the Association shall be the Headteacher.
5. The management and control of the Association shall be vested in a Committee, which will consist of at least nine members, and the Headteacher as president. The chairperson, vice chairperson, secretary and treasurer shall be elected annually at the first committee meeting after the A.G.M.
6. The membership of the Association shall consist of: -
 - Parents of children at the school
 - Members of the school staff
 - Friends of the school
7. Six members of the Committee shall constitute a quorum for the Committee.
8. Committee meetings shall be held at least once a term at such times and places as the Committee shall decide.
9. The A.G.M. shall be held in the first half of the Autumn Term each year. At the A.G.M. the chair shall be taken by the chairperson, except for the purposes of election, when it will be taken by the President.
10. Twelve members shall constitute a quorum for the A.G.M.
11. A Special General Meeting shall be convened at the request, in writing to the secretary, of ten members of the Association. Such a meeting shall be held within 30 days of the request. The agenda and motions shall be circulated to all members.
12. Only parents of children at the school or staff of the school may be elected Chairperson, Vice Chairperson, Treasurer or Secretary.
13. No alteration to the rules of the Association may be made except at the A.G.M. or at a Special Meeting called for this purpose. No alteration to the objects clause (see 2.) or the dissolution clause (see 16.) shall be made that would affect its charitable status.
14. The Treasurer shall keep an account of all income and expenditure and shall submit the audited accounts at the A.G.M. The banking account shall be in the name of the Association and withdrawals shall be made on the signature of any two of the following: -
 - President
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary

15. One auditor, not being a member of the committee, shall be appointed annually to audit the accounts and books of the Association.
16. The Association may only be dissolved by a vote of the members at the A.G.M. or at an extraordinary meeting.
17. Any assets remaining on dissolution of the Association, after satisfying any outstanding debts and liabilities, will be given to the school for the benefit of the children.
18. The Association will take out Public Liability Insurance to cover all its meetings and activities.
19. Any matter not provided for in the Constitution shall be dealt with by the committee whose decision shall be deemed final.
20. Educational policy is not within the remit of this association. The Headteacher shall have the ultimate decision on the purchase of educational resources.

January 2009