

**CONSTITUTION AND RULES OF THE**  
**WANSTEAD HIGH SCHOOL PARENT-TEACHER ASSOCIATION**

1. **TITLE** The Association shall be called The Wanstead High School Parent- Teacher Association.

**2. AIMS**

1. "The objects of the Association are to advance the education of the pupils of the School by providing and assisting in the provision of facilities for education at the School (not normally provided by the Local Education Authority) 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; and

engage in activities which support the School and advance the education of the pupils attending it."

- (a)\_\_\_\_\_To promote events, social gatherings sponsorship and awareness of our aims and purposes.

**3. MEMBERSHIP**

Membership shall be open to all parents and guardians of pupils, or to such others as may be accepted by the Association.

**4. STRUCTURE OF THE ASSOCIATION**

The structure of the Association shall be:

Those members specified in 3., from whom. shall be elected:

- (a) Officers  
(b) Main Executive Committee (chairpersons and secretaries of each year group)  
(c) Such other sub-committees and/or Year Group committees as may be initiated at an Open meeting of the Association or by the main Executive Committee.

**5. OFFICERS**

The Officers of the Association shall consist of the Chairperson, Vice-Chairperson, Hon. Secretary, Hon. Assistant Secretary and the Hon. Treasurer.

**6. OPEN MEETINGS**

The purpose of Open Meetings shall be to discuss-matters arising from Committees and individual members. These Open Meetings shall then authorise selected representatives to act on behalf of the Association.

An Open Meeting shall be called at least once a term and shall be chaired by the Chairperson of the Association or their appointed deputy.

The members present at an Open Meeting shall have power to fill casual vacancies, to co-opt additional members and to appoint sub-committees and/or Year Group Committees, as necessary.

A quorum shall consist of the Chairperson or their deputy, the Hon. Secretary or deputy, and not less than five other members.

An Open Meeting may be called by:

- (b) the Chairman or  
(c) the Hon. Secretary or

- (d) any Ten members, stating the object for which the meeting is required, via the Hon. Secretary (see 9 (a)).

## **7. ELECTION OF OFFICERS AND APPOINTMENT OF COMMITTEE MEMBERS**

- (a) All Association Officers and members of committees 4 (a), 9 (b) and shall retire annually - Year Group Committee members during October and Association Officers at the A.G.M. - but may be re-elected where eligible. In the event of more than one nomination for each office, a ballot shall be taken by show of hands. If requested, ballot papers shall be issued to members present.
- (b) Nominations for Officers will be accepted prior to or at the Annual General Meeting and must be duly proposed and seconded.
- (c) Each member of the Association present at the Annual General Meeting shall be entitled to one vote for the election of each. Officer.
- (d) Main Executive Committee 4 (b)  
A Main Executive Committee shall be formed, consisting of the following:
- (i) 5 Officers (section 5)
  - (ii) as far as possible, parents representing all ages of students, viz. two parents from each Group Committee, including the sixth and seventh forms - these parents to be in addition to any parents elected as Officers
  - (iii) one representative from any sub-committee(s) (other than Year Group Committees) as may be deemed necessary by the members present at an Open Meeting or by the Main Executive Committee at any time (4 (c)).

The Main Executive Committee shall have power to co-opt additional members for specific purposes.

The Main Executive Committee shall meet at least twice a term to deal with any business arising and to arrange matters for which planning in advance is necessary. Additional Executive meetings may be called by any members of this Committee, after consultation with the Chairperson.

A quorum shall consist of at least eight members, including one-third of the officers.

### **(e) Sub-Committees and/or Year Group Committees 4 (c)**

Membership shall be open to all members of the Association, duly nominated and elected. The number of elected members of any Sub-committee shall not exceed eight. Each Sub-Committee or Year Group Committee shall elect from among its members a Chairperson and Secretary. Each Sub-Committee or Year Group Committee shall have power to co-opt additional members for specific purposes.

- (f) All Committees (Main Executive, Year Group, Sub-Committees) shall be accountable to the Parent-Teacher Association through the Open Meetings.

## **8. ACCOUNTS**

- (a) It shall be the duty of the Hon. Treasurer to receive, to place to the credit of the Association's banking account and to disburse all money on behalf of the association as authorised by the resolutions passed by the members present at an Open Meeting or by the Main Executive Committee.
- (b) The financial year of the Association shall end on the 31st of August and it shall be the duty of the Hon. Treasurer to prepare a statement of the Association's accounts for submission to the members at the Annual General Meeting.
- (c) The accounts of the Association shall be audited by two members elected at the previous Annual General Meeting for that purpose. In the event of the death or resignation of such auditor(s), the members present at the next Open Meeting shall appoint substitutes.

## **9. DUTIES**

### **(a) Chairperson/Vice Chairperson**

It shall be the duty of the chairperson to chair all meetings of the association and hold the casting vote in the event of a tie where it is customary to remain with the status quo where applicable. The chairperson oversees communications for the association and speaks /represents the association where required. The Vice chairperson assists the chairperson to perform all the duties specified and deputises where required.

### **(b) Hon. Secretary and Hon. Assistant Secretary**

It shall be the duty of the Hon. Secretary to keep proper Minutes of all proceedings, to preserve other records of the Association's activities and to give not less than fourteen days' notice to all members of Open Meetings.

It shall be the duty of the Hon. Assistant Secretary to assist the Hon. Secretary in carrying out the above duties. In the event of the Hon. Secretary being absent from any meeting, it shall be the duty of the Hon. Assistant Secretary to take Minutes, etc. and to ensure that these are preserved with the other records.

### **(c) Hon. Treasurer.**

It shall be the duty of the Hon. Treasurer to keep proper accounts, or the monies received and/or paid out and to ensure that the duties document in point 8 above are duly carried out.

## **10. ANNUAL GENERAL MEETING**

(a) The Annual General Meeting of the Association shall be held in the second half of September.

(b) At least fourteen days' notice of the time and place of the meeting shall be given in writing to each member by the Hon. Secretary together with details of the business to be transacted in the form of an agenda which shall include the following:

- (i) reports from, the Chairman, the Hon. Treasurer, and the Executive Committee.
- (ii) the election of officers
- (iii) any business specified by the members of the Association

(c) Additional items tabled for the agenda must be received in writing by the Hon. Secretary before the commencement of the meeting.

## **11. CHANGE OF RULES**

No alteration of the rules may be made except at the Annual General Meeting or at a Special Meeting called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.

## **12. NON-INTERFERENCE CLAUSE**

The Association shall not in any way interfere with the internal running of the school, its curriculum or its educational methods.

## **13. YEAR GROUP COMMITTEES**

(a) The Association's business in each Year Group shall be managed by a Chairperson, Secretary, and committee of elected members up to 12 making a total of 14 persons.

(b) There shall be a meeting convened by the Hon. Secretary of the Association for all parents of each Year Group, as early as possible in September, for the purpose of electing Year Group Officers and

Committee for the ensuing school year.

- (c) Each Year Group Committee shall remain in Office until its successor has been elected in October.
- (d) The Year Group Committees shall maintain a steady contact with the parents of pupils within the year groups they represent and shall also render assistance when called upon to implement events and functions relative to their particular year group or to the School. The Committee shall have the power to:
  - (i) fill vacancies that may arise during the year
  - (ii) co-opt additional members
  - (iii) appoint sub-committees for specific purposes.
- (e) The Year Group Secretaries shall convene all normal Committee meetings and shall also convene Special Meetings if requested to do so by the Chairperson of the Association, by resolution of an Open Meeting, by request of three members of the Year Group Committee or by ten parents of pupils in the Year Group represented.
- (f) At any Year Group Committee meeting properly summoned, one third of the Officers and Committee members being present shall form a quorum unless such committee was not able to be formed then the year group representatives (two officers) shall be quorum.

#### **14. DISSOLUTION**

"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 in any manner which is exclusively charitable at law."

Dennis Weeks (Chair)/Louise Russell (secretary)

September 2023