

SOLIHULL SCHOOL PARENTS' ASSOCIATION

THE RULES

1. The Association shall be known as "SOLIHULL SCHOOL PARENTS' ASSOCIATION".
2. The object of the Association shall be to advance the education of the pupils in the School. In furtherance of this object the Association may:
 - 2.1 engage in activities which support the School and advance the education of its pupils;
 - 2.2 develop more extended relationships between parents, staff and others associated with the School;
 - 2.3 render assistance to the School and its pupils for their general benefit in whatever way the Association deems appropriate provided that the Association shall at no time interfere with the discipline of the School or the work of the Head and staff.
3. The funds of the Association shall be applied solely to its stated object. Members shall receive no payment other than reimbursement of expenses properly incurred.
4. Membership of the Association shall consist of Registered, Ordinary, Honorary and Life members.
 - 4.1 Registered members

Parents or guardians of present or former pupils of the School who shall pay annually the subscription fixed by the General Committee for Registered members from time to time.
 - 4.2 Ordinary members
 - 4.2.1 All other parents or guardians of present pupils of the School.
 - 4.2.2 Members of the School staff and their partners.
 - 4.3 Honorary members

Any persons whom the Association may wish to honour and who have been duly elected at any Annual General Meeting.
 - 4.4 Life members

Persons who are registered from time to time as life members of the Association.

5. The Association shall:

5.1 be managed by a General Committee consisting of:

5.1.1 the officers of the Association who shall be the President, the Lady President, the vice presidents (if any) of the President and the Lady President respectively, the Secretary, the Treasurer and the Minutes Secretary;

5.1.2 not more than fifty Registered members who have been either:

5.1.2.1 elected at an Annual General Meeting or,

5.1.2.2 co-opted to fill vacancies on the General Committee

all of whom shall retire annually at the Annual General Meeting but may be eligible for re-election provided their child is currently a pupil of the School and will remain so during the academic year following the Annual General Meeting at which they seek re-election;

5.1.3 the immediate past President and immediate Past Lady President;

5.1.4 the Head and the spouse or partner of the Head; and

5.1.5 any additional members co-opted from time to time by the General Committee comprising:

5.1.5.1 representatives of the School staff nominated by the Head from time to time; and/or

5.1.5.2 not more than two members of the Old Silhillians' Association.

5.2 operate such committees and sub-committees as from time to time are deemed appropriate, but which will include:

5.2.1 an Executive Committee composed of the officers of the Association (other than the vice presidents (if any) of the President and the Lady President respectively), the immediate past President of the Association, and immediate Past Lady President;

5.2.2 a Ladies Committee composed of all the ladies of the General Committee;

5.2.3 a Careers Fund Committee composed of an elected chairman, the officers of the Association, the immediate past President of the Association and the Head. This Committee shall consider and determine in strict confidence applications for financial assistance referred to it by the Head or its chairman. Where appropriate this Committee shall distribute income paid to the Association by the Trustees of the Solihull School Parents' Association Trust Fund in accordance with the terms of the Trust Deed dated 1st November 1939.

- 5.3 hold meetings of the General Committee at such times as the President shall appoint, being not less than once in each school term. The Secretary shall give to each member of the General Committee not less than seven days notice of General Committee meetings and such notice shall specify the proposed business. Fifteen members of the General Committee shall form a quorum.
6. The General Committee of the Association shall exercise its powers of appointment and discharge of Ordinary Trustees of the Solihull School Parents' Association Trust Fund in accordance with the Trust Deed dated 1st November 1939. Such powers of appointment and discharge shall be exercised by resolution passed by a majority of the whole of the General Committee of the Association.
7. An Annual General Meeting of the Association shall be held on a date in June or July in each year. Not less than twenty one days notice of such Annual General Meeting shall be given. Such notice shall specify the business to be transacted, shall include a list of nominations received by the Secretary for election, and shall invite other willing nominees to put forward their nomination in writing to the Secretary at any time up to the date which is seven days before the date of the Annual General meeting. All nominees must be Registered members. The following business shall be transacted at the Annual General meeting:
- 7.1 election of officers of the Association (each nominee having the right to address the meeting);
 - 7.2 election of members of the General Committee;
 - 7.3 election of the chairman of the Careers Fund Committee;
- each of whom shall have been nominated by a Registered member (with nominees being entitled to nominate themselves for this purpose) by notice given to the Secretary at least seven days before the date of the Annual General Meeting;
- 7.4 review of the draft accounts of the Association;
 - 7.5 approval of the allocation of funds as recommended by the General Committee;
 - 7.6 appointment of an Auditor or an Independent Examiner.
8. A General Meeting of the Association shall be called by the Secretary within 28 days of receipt by the President and the Secretary of a requisition in writing signed by either:
- 8.1 not less than twenty Registered members or,
 - 8.2 a majority of the members of the Executive Committee,
- provided that such requisition shall specify the reason for such meeting and provided further that not less than fourteen days notice of the date of such General Meeting shall be given.
9. At Annual General Meetings and General Meetings of the Association only Registered members and those members of the General Committee who are not Registered members shall be entitled to vote. Voting shall be by show of hands of every such person who is present at the meeting. Fifteen such persons shall form a quorum. In the event of equality

of voting the Chairman shall have a casting vote. The President of the Association shall be the Chairman or, in the absence of the President, such other officer as the meeting shall elect.

10.

10.1 Any notice, document or other information to be sent or served to or by any person pursuant to these rules shall be in writing and may be served or sent to any person:

10.1.1 by sending it through the post (pre-paid as first or second class) addressed to the person at a postal address notified by that person to the Association for the purpose;

10.1.2 by delivering it by hand or leaving it at that address in an envelope addressed to that person;

10.1.3 by sending it by electronic means to an electronic address notified by that person to the Associate for the purpose; or

10.1.4 by making it available on the Association's website and/or the Association's notice board at the School and notifying the person of its availability in accordance with the preceding provisions of this rule 10.1.

10.2 For the purpose of Rule 10.1, any notice, document or other information:

10.2.1 sent through the post (pre-paid as first or second class) shall be deemed to be received 48 hours after it was posted;

10.2.2 delivered by hand or left at an address shall be deemed to be received on the day it was so delivered or left;

10.2.3 sent by electronic means shall be deemed to have been received on the day on which it was sent;

10.2.4 published on the Association's website and/or notice board at the School shall be deemed to have been received on that day on which it was first made available on the website and/or notice board (or, if later) when the recipient received (or is deemed to have received) notification of the fact that such notice, document or other information was made so available).

10.3 In proving receipt, it shall be sufficient to show that any such notice, document or information was properly addressed in accordance with rule 10.1.

11. The Treasurer shall maintain the financial records of the Association and shall prepare accounts as at 31st July in each year. A copy of the draft and approved accounts shall be displayed on the Association's website and notice board at the School and shall be available to all members of the Association on request.

12. A record of all Registered members of the Association shall be maintained by the Secretary.

13. A Year Book shall be prepared and distributed by the Secretary as soon as possible after the commencement of the winter term to all Registered, Ordinary, Honorary and Life members of the Association.

14. In the event of dissolution of the Association any remaining funds shall be devoted to charitable objects similar to those of the Association as approved in General Meeting.

15.

- 15.1 No amendment or alteration shall be made to Clauses 2, 14 and 15 without the prior permission of the Charity Commission and no alteration shall be made which could cause the Association to cease to be a registered Charity.
- 15.2 No alteration to these rules shall be made except at an Annual General Meeting or other General Meeting of the Association.
- 15.3 When any alteration to these rules is proposed the full text of such alteration shall be displayed on the Association's notice board at the School for a period of not less than twenty one days immediately prior to the meeting at which such alteration is to be considered.
- 15.4 Any alteration to these rules shall require a positive vote in favour of such alteration by not less than two thirds of the Registered members present and voting.

End of Rules

Adopted on _____

President _____

Secretary _____