

Ellesmere College Parents' Society



CONSTITUTION

This is the constitution for Ellesmere College Parent Society Committee, hereafter called "Committee".

The Association shall be called ECPS – Ellesmere College Parents Society.

Guiding Principles /The objectives of the Committee are:

- to work in partnership with the school to create a welcoming school that is inclusive for all parents
- helping to integrate parents into the School community
- organising events and other channels to enable parents to meet each other

The action of the Committee shall at no time conflict with the policy or activities of those responsible for the Governance and management of the School.

Membership is open to parents or guardians of past and present pupils. All staff of the School are entitled to honorary membership.

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 the Headmaster's representative will be ex-officio members of the committee

The Officers (Parents or guardian of children currently at Ellesmere College) consist of;

- Chairperson
- In-coming Vice-Chairperson
- Out-Going Vice-Chairperson
- Treasurer
- Secretary
- Public relations Officer

The Treasurer and Secretary shall act as Vice-Chairperson in case of need, in that order.

Elections: Annual General Meeting, hereafter is called AGM.

The AGM will be held in the June of each year and shall be summoned by at least 14 days notice in writing to the Members of the Committee and all reasonable efforts should be made to advertise widely to parents / guardians. The election of Chairperson, Vice-Chairperson, 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.

The Committee officers will be selected for a period of 1 year, after which members may put themselves forward for re-selection if they wish, as long as they still have a child attending the school.

A parent can only be a member of the Committee if she or he has a child at the school. If this is no longer the case, the parent has to stand down and the Committee has to seek a new volunteer to join the council.

Any parent of a child at the school can volunteer to be a member of the Committee. The Chairperson has a right to invite max of 5 co-members whose children are no longer at the school, Co-members will have no voting rights. In the event that the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names out of a hat by the Headmaster.

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If 30% members of the Committee request in writing a special general meeting to discuss issues falling within the Committee's remit, the Committee shall arrange this. The Committee shall give all members of the forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

The annual meeting will be held in June of each year. A notice of the meeting including date, time, and place will be sent to all members of the Committee at least 4 weeks in advance. The meeting will include:

- a report on the work of the Committee;
- selection of the new members of the Committee Officers
- of issues that members of the Committee may wish to raise
- and if approval of the accounts and appointment of the auditor.

The committee will meet as required but at least three times a year and once in every school term. The quorum will be min of 2 elected Committee officers and 5 additional committee members.

The organizational decisions will be made by the committee members' consensus.

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

Any 20% members of the Committee can request that an additional meeting be held, and all members of the Committee will be given at least one week's notice of date, time and place of the meeting.

If a Committee member acts in a way that is considered by other members to undermine the objectives of the Committee, their membership of the Committee shall be terminated if the majority of parent members agree at a meeting convened to discuss termination. Termination of membership will be confirmed in writing to the member.

Copies of the minutes of all meetings will be available to all parents of children at Ellesmere College. Copies will be available from the secretary or chairman to the Committee.

Finances: The treasurer will continue to maintain a bank or building society account in the name of the Committee for all Committee funds. Withdrawals over £500 will require the approval of the Chairman and/or incoming Vice Chairperson.

The treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Committee meeting and a full account for the annual meeting. The auditor appointed at the previous annual meeting will audit the Committee accounts.

The Committee Officers shall be responsible for ensuring that all monies are used in accordance with the objectives of the Committee.

The Constitution shall be reviewed every three years. The Committee may change its constitution after obtaining majority consent from Committee officers and College Headmaster. Members of the Committee will be sent a copy of a proposed amendment and given reasonable time to respond to the proposal.

Should the Committee cease to exist, any remaining funds will be passed to the Ellesmere College to be used for the benefit of the school only. If the school is closing or amalgamating the funds will be passed to the future school(s) that the pupils would attend.

Ratification: The constitution will go into effect if ratified by at least 3 Committee Officers and the Headmaster.