Rickmansworth Park School Association
Charity No. 1008967

CONSTITUTION
Updated October 2023

1. The name of the Association shall be "The Rickmansworth Park School Association".

2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:
a. Develop more extended relationships between the staff, parents and others associated with the school.
b. Engage in activities which support the school and advance the education of the pupils attending it.
c. Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

3. The Association shall be non-party political and non-sectarian.

4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.

5. The Association shall appoint the head teacher as president.

6. The names of any Vice Presidents shall be submitted at the Annual General Meeting. These are usually people the Association wishes to honour.

7. Membership shall consist of all parents and/or guardians of pupils attending the school, all teachers and non-teaching staff.

8. The management of the Association shall be vested in a Committee consisting of the following officers: Chair, Vice Chair, Secretary, and Treasurer, together with other co-opted members being the representatives for each class for that school year.

9. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.

10. 6 members of the Committee shall constitute a quorum.

11. The Committee shall have the power to co-opt further members if necessary to support the activities of the RPSA, who shall have voting rights.

12. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such subcommittee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

13. Committee meetings shall be held at least once each term.

14. The Annual General Meeting will be held during the Autumn Term. At the Annual General Meeting, the chair shall be taken by the Chair or in his/her absence the Vice Chair of the Committee.

15. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations shall be submitted to the school office, in writing at least 7 days prior to the Annual General Meeting.

16. The Committee may fill officer vacancies by co-option until the next Annual General Meeting.

17. An Independent Examiner who is not a member of the Committee may be elected annually at the AGM to examine the accounts and books of the Association.

18. Special General Meetings may be called at the written request of either a minimum of 25 non-committee members, or a quorum of the committee.

19. Thirty days notice shall be given of any Special General Meeting to all members of the Association.

20. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all Committee meetings, and shall present the accounts duly examined for approval by the members at the Annual General Meeting.

21. Bank Accounts shall be operated in the name of the association and withdrawals shall be made on the signature of any two of the officers of the Association.

22. The financial year shall commence on the 1st September.

23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.

24. No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clauses 2, 24 and 25 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.

25. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.