

**WELBURN HALL HOME/SCHOOL ASSOCIATION  
REGISTERED CHARITY NO 529656**

**CONSTITUTION**

1. The name of the Association shall be **The Welburn Hall Home/School Association**.
2. The object of the Association is to advance the education and welfare of the pupils of the school. In furtherance of this, the Association may:
  - (a) Foster 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 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 Headteacher is ex officio Chairman of the Association. A named member of the Senior Management Team is ex-officio Vice—Chairman.
6. Membership of the Association shall consist of all parents and/or guardians of school pupils, parents of past pupils, Governors of the school, all members of staff, and Friends of the school.
7. The management of the Association shall be vested in an Executive Committee consisting of the following Officers:

Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, two Parent Representatives
8. The Honorary Treasurer and Honorary Secretary shall be appointed by the Chairman, subject to the approval of the Association's Annual General Meeting
9. Two Parent Representatives shall be elected at the Annual General Meeting. If no other parent/guardian is willing to accept nomination, the two Parent Governors will assume the duties of Parent Representatives until the next Annual General Meeting.
10. The Committee shall have the power to co-opt further persons from the membership of the Association.
11. Committee meetings shall be held at least once in each term.

12. An Annual General Meeting (AGM) of the Association shall be held during the first part of each Summer Term.
13. Notice of the Annual General Meeting shall be given in the school's Newsletter at the end of the Spring Term.
14. Nominations for Parent Representatives shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made any time prior to the commencement of the AGM.
15. A special General Meeting may be called at the written request of ten members of the Association.
16. Thirty days' notice shall be given of any Special General Meeting to all members of the Association.
17. The Honorary 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 audited at the Annual General Meeting.
18. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two Officers of the Association.
19. The audited Accounts of the Association shall also be presented to: The Governors; the Treasurer of the Local Authority maintaining the school; the Charity Commission; and on request to the Inland Revenue.
20. The Association's financial year shall run from 6 April to 5 April.
21. The Association's accounts shall be audited by a chartered accountant, or a similarly qualified person, who is not a member of the Association.
22. 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.
23. 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.

24. 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.