

THE CONSTITUTION

1. The name of the Association shall be CHELMSFORD COUNTY HIGH SCHOOL PARENTS' ASSOCIATION.
2. The OBJECTS of the Association are the advancement of the education of the pupils of Chelmsford County High School for Girls (the "School") by providing and assisting in the provision of facilities for education at the School (not normally provided through Academy funding) and as an ancillary thereto and in furtherance of this object the Association may:
 - a. Foster community relationships between the staff, parents and others associated with the School; and
 - b. Engage in activities which support the School and advance the education of the students attending it. This clause shall be known as the Objects clause hereafter.
3. The Association shall take no part in the management or the curriculum of the School.
4. The ruling of the Headteacher on the activities of the Association shall be final in all cases.
5. Membership of the Association shall be open to the Parents or Guardians of any girl attending the School. Parents or Guardians shall become members when their daughter joins the School and shall cease to be members when their daughter leaves the School. All members shall be entitled to vote at the Annual General Meeting.
6. The members of staff of the School shall automatically become Associate members of the Association.
7. The President of the Association shall be the Headteacher or his/her deputy.
8. The Management and control of the Association shall be vested in the Management Committee (referred to hereafter as the Committee). The Committee shall consist of up to sixteen elected members of the Association (preferably in such a way that all years are represented) from whom the following officers shall be elected annually at the Annual General Meeting:
 - I. Chairman
 - II. Vice-chairman
 - III. Treasurer
 - IV. Secretary

Subject to the requirement that no person shall be elected as Chair for more than three consecutive years. A Governor nominated by the governing body, the Headteacher and two teachers nominated by the Staff shall be non-voting ex-officio members of the Committee. Two senior prefects will represent the student body, attend the Committee meetings in a non-voting capacity, support the Association activities and liaise with the students.

9. Subject to the provision of Clause 5, elected Committee Members shall hold office for two consecutive years; a member retiring on expiry of his term of office shall be eligible for re-election. Not less than half of the Committee shall be elected annually at the Annual General Meeting.
10. Five voting members of the said Committee, of whom at least one shall be an officer, shall constitute a quorum for the Committee.
11. Committee meetings shall be held at least once each term at such times and places as the Committee shall direct.
12. The Annual General Meeting shall be held in October each year, with at least 21 days' notice before the meeting.
13. At the Annual General Meeting the chair shall be taken by the Chairman, or in his/her absence the Vice-Chairman, of the Committee.
14. Five members shall constitute a quorum at any General Meeting of whom at least two shall be officers.
15. The Committee shall have the power to co-opt members to any sub-committee and prescribe the function of any sub-committee.
16. Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve only until the next Annual General Meeting.
17. A special Annual General Meeting shall be convened by the Secretary on the written request of at least three Committee members and ten members of the Association or twenty five per cent of the membership, who must detail the subject matter in full. Notification of a Special General Meeting must be given to all members of the Association in writing at least twenty one days before the meeting, and no motion passed at a Special General Meeting shall be valid unless a quorum of members is present.
18. 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 shall be made to the Objects Clause or Dissolution Clause which would cause the Association to cease to be a charity at law.
19. The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the Annual General Meeting. The Banking Account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any of two of the following:
 - I. Chairman
 - II. Vice-Chairman
 - III. Treasurer

IV. Secretary

20. An auditor, not being a member of the Committee, shall be appointed annually at the Annual General Meeting to audit the accounts and books of the Association.
21. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed among 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.
22. The Association shall take out Public Liability Insurance and any necessary Licences to cover all its meetings and activities.
23. That any matter not provided for in the Constitution shall be dealt with by the Committee whose decision shall be deemed final.

October 2012