

## Oldfield School Association (Bath)

### Constitution - Update March 2021

1. The name of the Association shall be Oldfield School Association (Bath)
2. The object of the association is to (*advance the education*) enhance the overall experience of pupils in the school. In furtherance of this object the association may:-
  - Develop (*more extended*) relationships between the staff, parents and others associated with the school
  - Engage in activities which support the school and advance the education and/or wellbeing of the students. (*attending it*)
  - Provide and assist in the provision of such facilities or items (not provided by statutory funds) (*for education at the school*) which enhance the students experience at school (*as the Committee in consultation with the Governing Body shall from time to time determine.*)
3. The association shall be non-party political and non-sectarian.
4. The association shall be covered by the Public Liability and Personal Accident Insurance held by Oldfield School to cover it's meetings, activities, Officers and Committee. (*Note 1*).
5. Membership shall consist of all parents and/or guardians of pupils attending the school and all school staff (*teaching and non-teaching*) and all governors.
6. Where parents/guardians no longer have children at the school but wish to continue their (*interest*) support in the school through the Association, such parents may be accepted as Friends of the school and shall be entitled to full membership (*with the exception that they may not hold office.*)
7. The management of the Association shall be vested in Committee consisting of the following officers:
  - (Chairman) Chair
  - Vice (Chairman) Chair
  - Honorary Secretary
  - Honorary TreasurerTogether with up to eight other members of whom at least is a member of staff. The offices may be vested in the same person with the exception of the Chair/Vice Chair.
8. The Officers (*and the Committee*) shall be elected at the AGM and shall serve until the commencement of the next Annual General Meeting.
9. Four members of the Committee shall constitute a quorum.
10. The Committee shall have the power to co-opt a maximum of 2 members. These co-opted members shall have voting rights.
11. 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 sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee
12. Committee meetings shall be held at least once each term
13. The Annual General Meeting will be held during the Autumn term each year. (*At the commencement of the Annual General Meeting, the chair shall be taken by the Honorary Secretary or in his/her absence by the Vice Chairman of the Committee*)
14. Nominations for officers shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to or during the

Annual General Meeting until votes are taken. The Honorary Secretary will conduct the election of the Chair(*man*) and then the Chair (*man*) will take the Chair and conduct the election of other officers.

15. Seven (*Five*) members shall constitute a quorum at the Annual General Meeting or a Special General Meeting.
16. The Committee may fill casual vacancies by co-opting until the Annual General Meeting.
17. Such auditors or independent examiners required by the rules of the Charity Commission and reasonably considered by the Committee to be competent to examine the accounts, who are not members of the Committee shall be elected annually at the Annual General Meeting to audit or independently examine the accounts and books of the Association.
18. Special General Meetings may be called at the written request of a minimum of ten members.
19. Thirty days notice minimum shall be given of any Special General Meeting to all members of the Association.
20. The Honorary Treasurer shall be responsible for keeping accounts of all Income and Expenditure and shall present a Financial Report to all Committee Meetings and shall present the accounts duly audited or independently 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 Officers of the Association
22. The financial year shall commence on 1 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 is final*)
24. Annual Report – The Committee shall comply with their obligations under the Charity Act 1993 and the Charities (Accounts and Reports ) Regulations 1995 with regard to the preparation of an annual report and its transmission to the Commissioners.
25. Annual Return – The Committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.
26. No alteration to this constitution may be made except at the Annual General Meeting or in a Special General Meeting called for this purpose. No amendments or alterations shall be made without the written permission of The Charity Commission to Clause 2, 26, 27, 28, and 29 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 Annual General Meeting or Special General Meeting.
27. 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 at the school, or in the event of the school closure to the school to which the majority of the 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 agreed by the outgoing Committee.

Note 1: All meetings and activities take place on the school premises and legal opinion has confirmed that while this remains the case, the Association will effectively be covered.

Last amended 2001