



Rendcomb College Parents' Association

CONSTITUTION

AIMS AND OBJECTIVES

1. The Aim of the Association shall be to foster, support and advance the education and well-being of Rendcomb College pupils, and the good future of the College. Its principal objectives shall be:
 - a) to provide a means of communication between Parents and the Headmaster, Staff and Governors, in no way restricting the liberty of every Parent to make individual and direct contact with them,
 - b) to provide a forum for discussion on matters of common interest to Parents, Staff and the College,
 - c) to be a consultative body for the Headmaster, Staff and Governors of the College, without seeking executive authority,
 - d) to foster friendship and understanding amongst Parents and between Parents and Staff,
 - e) to allocate funds raised through parental subscription, social activities or other donations, by supporting projects which will benefit the pupils, that would not otherwise be funded.

MEMBERSHIP

2. All Parents of current pupils at the College shall be deemed to be members of the Association, unless they express a contrary wish in writing to the Headmaster. All members have the right to vote at General Meetings and are eligible to hold office in the Association.

SUBSCRIPTION

3. One subscription for each family shall be payable. The amount shall be agreed for the succeeding year by a simple majority at the Annual General Meeting, and shall be included in the December school fees accounts, payable to Rendcomb College. This money shall be handed over without deduction, by the College to the Association.

MANAGEMENT

4. The management of the Association shall be in the hands of a Committee of not more than sixteen members.
5. The Committee shall include where possible at least one Parent representative for each academic year and shall aim to represent proportionally boys, girls, day and boarding pupils.
6. The Committee shall meet not less than once a term. Fifty percent of the elected membership of the Committee shall constitute a quorum. The Chairman of the Committee shall have the casting vote.
7. The Chairman shall invite the Headmaster, the Bursar, a Governors' nominee and a member of Staff nominated by the Headmaster to attend committee meetings.
8. Members of Staff with particular knowledge may be invited to attend specific meetings.

ANNUAL GENERAL MEETING

9. The Annual General Meeting (AGM) of the Association shall be held during the Christmas Term. At least three weeks' notice of the AGM shall be given to all members by the Secretary, together with notice of the Committee's proposal for the forthcoming year's rate of subscription. Notice of motions to be raised at the AGM shall reach the Secretary at least two weeks before the date of the meeting.
10. The Committee shall present to the AGM a report of its activities during the past year and a financial statement.
11. The number of Members equal to that number of Committee Members elected at the previous AGM shall constitute a quorum. The Chairman of the AGM shall have the casting vote.

EXTRAORDINARY GENERAL MEETING

12. An Extraordinary General Meeting (EGM) of the Association may be called by the Committee, provided that three weeks' notice be given to all members. A notice of the motion or motions to be discussed must accompany the notice of the meeting.
13. The number of Members equal to that number of Committee Members elected at the previous AGM shall constitute a quorum. The Chairman of the EGM shall have the casting vote.

COMPOSITION OF COMMITTEE

14. The Committee shall stand for re-election each year.
15. All members of the Association shall be eligible for election to the Committee. All parties interested in serving on the Committee shall advise the Secretary prior to the AGM. Only members present at the AGM may vote in the election of Committee members.
16. The next Chairman, Vice-chairman, Secretary and Treasurer of the committee shall be elected by members of the Association at the AGM. The Chairman shall have served as a Committee member for at least a year.
17. The Committee shall fill by election any vacancies among its officers that may occur during the year, and shall have the power to co-opt members as required.
18. Any Committee member whose son, daughter or ward leaves the school during the member's term of office, shall be entitled to serve until the next AGM.

FINANCE

19. The Treasurer shall be authorised to open a bank account or accounts in the name of 'RENDCOMB COLLEGE PARENTS' ASSOCIATION' and to issue cheques on behalf of the Association, provided that each cheque be signed by two officers of the Committee.
20. Honorary Auditors shall be appointed at the AGM to serve for the ensuing year. Members of the Committee may not serve as auditors.

CONSTITUTION

21. This constitution may be altered by a two-thirds majority of an AGM.
22. This constitution shall be reviewed by the committee not less than once every three years.
23. For the purposes of this constitution, the term Headmaster shall include Headmistress, the term Chairman shall include Chairwoman, and the term Parent shall include Guardian, as appropriate.

As approved by the Annual General Meeting held on 4th November 2001,
with changes 18th October 2002