

ASTON SCHOOL PARENT'S ASSOCIATION

CONSTITUTION

1. The name of the Association shall be Aston School Parents Association (ASPA).
2. The object of the of the Association is to advance the education of the pupils in the 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 such facilities or items for education at the school (not provided from statutory funds) 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 take out Public Liability and Personal Insurance to cover its meetings, activities, Officers and Committee.
5. Membership shall consist of all parents, and/or guardians of all pupils attending the school, all teachers, non-teaching staff and anyone interested in the school.
6. The management of the Association shall be vested in a committee consisting of the following officers: Chair, Honorary Secretary, Honorary Treasurer, together with other members. A Vice-Chair/Co-Chair may also be appointed.
7. All Committee Members are also trustees of the charity.
8. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
9. A retiring committee member is entitled to an indemnity from the continuing committee members at the expense of the Association in respect of any liabilities properly incurred while he or she held office.
10. A third plus one of the total committee members shall constitute a quorum.
11. Committee members shall have the power to co-opt other members at any time, and co-opted members shall serve until the date of the next AGM.
12. The number of co-opted committee members must not be more than 50% of the total number of committee members.
13. Committee meetings shall be held at least once a term.
14. The AGM shall be held in the Autumn Term. At the AGM, the meeting shall be chaired by the Chair or in his/her absence a nominated committee member.
 - a. All members shall be invited to the AGM giving 21 days written notice. Including the date, time and location of the meeting as well as an overview of the agenda.
 - b. Written notification may include distribution to parents, guardians and careers via their children with or without other communications from the school.
15. Nominations shall be proposed and seconded by members and should have the consent of the nominee.

16. An auditor who is not a member of the Committee shall be elected annually to independently examine the accounts and books of the Association.
17. The committee shall comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation of accounts and the preparation and transmission to the Charity Commission of:
 - a. Annual reports
 - b. Annual returns
 - c. Annual statements of account
18. As a minimum, the accounts should be independently examined once a year.
19. The Committee shall keep proper records of:
 - a. All proceedings at General Meetings
 - b. All proceedings at Committee Meetings
 - c. All reports of Sub-Committees
 - d. Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association
 - e. The Committee must notify the Charity Commission promptly of any changes to the Associations entry on the Register of Charities
20. Special General Meetings may be called at the written request of a minimum of ten members. A 21 day notice period shall be given to all members of the Association.
21. 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 to the members at the AGM.
22. 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.
23. The financial year shall commence on 1st September.
24. 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.
25. No alteration to this Constitution may be made except at the AGM or at a Extraordinary General Meeting called for this purpose. No amendments or alterations shall be made without the written prior permission of the Charity Commission to clauses 2, 25 and 26 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.
26. 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 shall not be distributed among the members of the Association, but will be given to the school, or in the event of a 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 the law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.