

SIAL Parents Association CONSTITUTION

The Parents Association is an important forum through which parents have the chance to support SIAL and to advance the education of the pupils in the school in particular by developing an effective relationship between the staff, parents and other parties associated with the school; engaging in activities or providing facilities or equipment to support the school.

1) Association details

Parents Association

Association Name in full: SIAL Parents Association (SIAL PA)

School name in full: SIAL School

The committee: The minimum number of committee members is 3 (Chair, Treasurer, Secretary)

During the first AGM, members will decide if numbers if number of participants will suffice to run the PA for that year

2) Aims and activities of the Association

- To host social events for parents and families (Christmas and spring fairs, welcome parties)
- Fundraising for school equipment, clubs, projects
- Promotional activities
- Organization of parents' assembly (once every term)

3) Members

All parents at SIAL can be members of the Parents Association. In order to be a member parents need to register and pay a membership fee (detail @ point 7).

4) Membership rules

- In order to become members, parents/carers will need to register with their name and contact details
- The membership fee has to be paid upon registration and it is valid for one year (members of the association can agree to vary the fee on a yearly basis)

5) Committee members

Chair: open and close meetings, report to the Head or Board of Governors; sign a final report of the Association (activities done, funds left/raised)

Secretary: take meeting minutes, invite members to meetings and manage correspondence

Treasurer: open and manage the Bank account, collect money, prepare termly reports of the association's financial situation

Please note: all roles need to be covered. In case of resignation, a new election for the vacant position will be held.

Elections for the new Committee will be held once a year during the AGM (Annual General Meeting - detail @ point 6).

Only people who have been member for a year can be candidate to Chair/Treasurer/Secretary

6) General Meeting (Annual and Extraordinary)

The AGM (Annual General Meeting) will be held in November

At the AGM:

- Elections for the new Committee are held.
- Members receive the accounts of the Association previous financial year and the report of the Committee members on the Association's activities since the previous AGM.

7) Meetings

The Committee must hold at least three meetings every academic year. Meetings will be held in different locations to be confirmed every time.

Each member has one vote on each issue except for the Chair who has a second or casting vote.

In order to be approved, decisions need to gain majority of vote (50%+1).

In order to vote members must be present.

8) Finance

Members will be asked to pay a yearly membership fee which will be used as initial reserve fund/petty cash. The yearly fee will be approved during AGM.

All money raised through activities and events will be used for school's related activities.

Expenses refunds will be given upon showing receipts and only if an expense has been approved by the Association.

A bank account will be opened to keep funds.

Accounts will be public.

In order to approve any expense over £200, two signatures are required

9) Rules for the dissolution of the Association

If the association closes, any funds left will be transferred to SIAL school.

Note: each year the Parents Association will determine its own types of engagement, based on the people participating that year, their interests and ideas