

**CONSTITUTION OF  
THE PARENTS' ASSOCIATION OF THE ROYAL GRAMMAR SCHOOL,  
GUILDFORD**

1. The name of the Association is THE PARENTS' ASSOCIATION OF THE ROYAL GRAMMAR SCHOOL, GUILDFORD.
  
2. The aim of the Association is to help strengthen the School community and widen the enjoyment and opportunities for both pupils and parents involved with the School through:
  - a) helping to integrate parents into the School community
  - b) organising events and other channels to enable parents to meet each other
  - c) raising funds to provide grants for:
    - o equipment and projects for the benefit of the School pupils
    - o partial sponsorship of pupils undertaking projects of educational benefit and/or personal development
    - o a fund run and administered by the School which provides whole or partial sponsorship of pupils to enable them to go on academic trips organised by the School (academic trips being trips having the primary purpose of enhancing or supporting academic study)
    - o the Royal Grammar School Guildford Bursary Fund
  - d) working in partnership with other stakeholders in the School, such as the Board of Governors, the Senior Management Team, the RGS Foundation and various School Groups (e.g. RGS Scouts Group, Sports Tours Fundraising Committees)
  
3. Membership of the Association shall be open to all parents or guardians of pupils currently attending the School.

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4. The officers of the Association shall consist of at least the following posts:

- o Chair
- o Vice-Chair
- o Treasurer
- o Committee Secretary
- o Communications Secretary
- o Grants and Sponsorship Officer
- o Second Hand Uniform and Goods Officer

5. The above officers shall be members of the Association and shall be elected at the Annual General Meeting for a term of office of one year which may be renewed annually as long as the officer remains a member of the Association. In the case of a casual vacancy, the committee shall have the power to fill the same, but any such appointment shall only be for the period ending at the next Annual General Meeting. Nothing herein shall prevent any person so appointed from being eligible for re-election.

6. The committee of the Association shall consist of the following:

- a) those persons holding office described in Clause 4, and
- b) a minimum of six and a maximum of twenty other members of the Association, and
- c) the duly elected member of the school's governing body nominated by the committee of the Association, and
- d) the duly elected member of the RGS Foundation Board nominated by the committee of the Association, and
- e) a maximum of four other persons to be co-opted by the committee for the time being in its absolute discretion.

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In addition, the Headmaster for the time being of the school and his nominee shall be ex-officio members of the committee. Association committee members shall be elected at each Annual General Meeting of the Association, but those retiring members shall be eligible for re-election.

Any representative co-opted member of the committee shall serve only until the date of the Annual General Meeting following any such appointment, but the committee shall have the power to re-appoint any such representative or co-opted member.

7. The Annual General Meeting of the Association shall be held in the months of October or November in each year and all reasonable efforts shall be made to advertise widely to parents and members not less than 21 days before the Meeting.

8. Special General Meetings shall be convened by the Secretary upon a request by the committee or not less than 20 members and all reasonable efforts shall be made to advertise widely to parents and members upon not less than 14 days' notice which shall state the business to be considered at the meeting.

9. a) At any General Meeting every member including the Chair shall have one vote and in the case of an equality of votes the Chair shall have a second or casting vote.

b) Provision can be made for voting on any resolutions to take place in advance of the meeting electronically.

10. The committee shall meet as they shall require and if necessary shall appoint a Chair to preside at such meetings at which each member including the Chair shall have one vote and in the case of an equality of votes the Chair shall have a second or casting vote. The quorum shall be three elected members.

11. The committee of the Association may appoint such sub committees from among its members as it considers necessary to discharge its business. Terms of reference for subcommittees shall be set by the committee at the time of appointment and shall be reviewed by the committee annually.

12. All sums collected for the account of the Association shall be handed to the Treasurer who shall pay the same into an account in the name of the Association at a national clearing bank.

13. The committee shall arrange for the accounts to be independently examined annually at intervals not exceeding 12 months and for such accounts to be put for approval to the Annual General Meeting of the Association next following such examination.

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14. The committee shall ensure the moneys of the Association are managed prudently.

15. This constitution may be altered or added to by resolution of an Annual General Meeting or a Special General Meeting of the Association carried by a majority of at least two-thirds of the members present at such meeting notice of which shall have contained particulars of the proposed alteration or addition. It shall be reviewed as required but at least every five years.

4<sup>th</sup> November 2019

NOTE: The constitution was first approved at the inaugural General Meeting of the RGS Parents Association on 8th November 1974 and subsequently amended at an Extraordinary General Meeting on 5th May 1976, an AGM on 10th November 1977, an AGM on 24th November 1983, an AGM on 22nd November 1984, an AGM on 13th November 1996, an AGM on 22 November 2000, an AGM on 30 October 2006, an AGM on 4th October 2010, an Extraordinary General Meeting on June 15th 2016 and an AGM on 4<sup>th</sup> November 2019.