

STOCKPORT GRAMMAR SCHOOL PARENTS' ASSOCIATION (SPA)

AIMS

- a) to promote close co-operation and communication between parents and teachers
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- c) to engage in activities which support and advance the education of pupils attending the school

POWERS

The SPA shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

COMMITTEE MEMBERS

The membership consists of parents/carers of children attending Stockport Grammar School and school staff as selected by the members.

The SPA committee will consist of between five and fifteen members.

Members of the SPA Committee shall be appointed at the AGM. They shall be elected for a two year term and be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the SPA Committee at the first meeting after the AGM.

The SPA Committee may co-opt additional members to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the SPA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

A member of the SPA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the SPA.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in October each year. The notice calling the meeting shall be sent to the members of the SPA at least two weeks in advance.

The business shall include:-

- a) the work of the SPA
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts

- d) any resolutions submitted by the members
- e) election of members to serve on the SPA

At all general meetings voting shall be on the basis of one vote per parent/full SPA Committee member present at the meeting.

At all general meetings the quorum shall consist of at least five.

The SPA Committee or five of the members shall have power to call an Extraordinary General Meeting.

MEETINGS

Meetings of the SPA shall be held as required. At all meetings of the SPA a third of members, at least two of whom are office bearers, shall form a quorum.

All SPA meetings shall be open and any member may attend although they will not have voting rights.

FINANCE

The funds of the SPA shall be lodged in a bank, building society or other account in the name of the SPA. Cheques shall be drawn or withdrawals or electronic payments made against the signatures of at least two named SPA Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the SPA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The SPA shall be responsible for ensuring that all property/money received by/for the members/SPA Committee shall be applied for the aims of the SPA.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the SPA ceases to exist any remaining funds should be passed to the school for distribution for the benefit of the children at the school.