



Constitution of The Kimbolton School Parents' Association

1. The Name

- 1.1. The name of the Association shall be the Kimbolton School Parents' Association hereafter referred to as the KSPA.

2. The Aims of the KSPA

- 2.1. To support the School by fundraising activities and to donate monies raised to the School's Grants Committee for the assistance of pupils of all ages (see 8.3)
- 2.2. To assist in furthering the objectives of the school.
- 2.3. To enable parents to meet each other on social occasions.
- 2.4. To support local registered Charities approved by the Committee (see 8.4)

3. Membership

- 3.1. All parents and guardians of pupils of Kimbolton School are Members of the KSPA.
- 3.2. All staff, together with their partners, are *ex-officio* Members.
- 3.3. Associate Membership of the KSPA can be granted by the Officers of the Executive Committee on a case by case basis and shall be limited to parents of pupils who have left the school, pupils who have left the school and former members of staff.
- 3.4. All Members may volunteer to assist with the running of events without being a member of the Executive Committee.

4. Executive Committee

- 4.1. The business of the KSPA (mainly for the organization of events) shall be carried out by an Executive Committee, hereafter called the Committee. All Members of the KSPA may volunteer to join the Committee.
- 4.2. The Committee shall comprise no fewer than twelve (12) or more than twenty five (25) Members including the Headmaster and The Bursar. The Committee of the KSPA should try to ensure that all year groups of the School are adequately represented on the Committee. In addition members of staff (academic or support) are encouraged to join the Committee.
- 4.3. Members of the Committee shall be elected for a maximum period of four years with an option to stay on for a further year if carrying out the role of an Officer of the Committee. A period of one year must elapse before a retiring Committee member is eligible for re-election.
- 4.4. If a member does not attend three consecutive Committee meetings, without prior notification to the Secretary, he/she will be deemed to have resigned from the Committee.
- 4.5. In the event of a member of the Committee resigning, the Committee may co-opt a Member of the KSPA to the vacancy until the next AGM.
- 4.6. At its first meeting of the new academic year the Committee shall elect from amongst its members, for a term of one year, Officers of the KSPA, namely

- 4.6.1. Chairperson
- 4.6.2. Vice Chairperson
- 4.6.3. Secretary
- 4.6.4. Treasurer
- 4.7. A simple majority will determine the outcome of the election for those posts. In the event of a tie the matter shall be decided by the drawing of lots.
- 4.8. The election will be ratified at the AGM.
- 4.9. Officers may hold the positions for a maximum of four successive years but must be re-elected by the members of the Committee each year. If for any reason an Officer is unable or unwilling to continue to act the Committee shall elect a replacement from amongst its members at the next available opportunity.
 - 4.9.1. The Bursar, as Treasurer, may be extended beyond the four year period if there are no other volunteers from within the Executive Committee.
- 4.10. Committee meetings shall be chaired by the Chairperson or by the Vice-Chairperson in the absence of the Chairperson. If neither is in attendance the members present shall elect a Chair for the meeting.
- 4.11. The Secretary shall record the minutes of the meeting for approval at the next meeting.
- 4.12. The Committee shall hold at least one meeting each term, but usually these take place monthly.
- 4.13. For Decision making purposes, a quorum at a Committee meeting shall be seven members and must include either the Headmaster or the Bursar.
- 4.14. The Committee may, at its discretion, set up any Sub-Committee it deems necessary for the organization of events.
 - 4.14.1. A Sub-Committee must consist of at least two members of the Committee but may also include other KSPA Members.
 - 4.14.2. A Sub-Committee will report on its deliberations at the next Committee meeting and any financial decisions be voted on by the Committee.
- 4.15. All decisions of the Committee (save for the election of officers) shall be decided by a simple majority of all members voting on an issue and in the event of a tied vote the Chairperson shall have a casting vote.

5. Annual General Meeting

- 5.1. An Annual General Meeting (AGM) of the Members of the KSPA shall be held within eight weeks of the start of the Autumn Term each year.
- 5.2. At least three weeks' notice of the date of the AGM shall be given, in writing, to the Members of the KSPA. The notice shall include
 - 5.2.1. the agenda for the AGM
 - 5.2.2. the names of those Officers to the Committee requiring ratification
 - 5.2.3. the membership fee for the following year
 - 5.2.4. notification of any upcoming vacancies within the Committee
- 5.3. Any parent or guardian interested in seeking election to a vacancy on the Committee should inform a member of the Committee as soon as possible before the AGM.
- 5.4. A report on the activities of the KSPA and on its financial position shall be presented to the AGM
- 5.5. In addition the Headmaster will report on the successes of the School in the preceding year.
- 5.6. Each Member of the KSPA attending the AGM shall be entitled to vote in elections in respect to vacancies arising (proxy votes are not allowed).
- 5.7. Any amendment to the Constitution should be passed by a simple majority of those attending the AGM (proxy votes are not allowed). Notice of any proposed amendments should be submitted in writing to the Secretary, not later than two weeks before the due date of the AGM.

6. Finances

- 6.1. A membership subscription per family (as decided by the Executive Committee at their AGM) is paid annually in the Spring term. Associate Members will be invoiced by the Treasurer.
- 6.2. The Committee shall apply all membership subscriptions and all other funds raised by it to further the aims of the KSPA. All funds include any surplus of income over expenditure. The Committee will endeavor to maintain a modest surplus at the end of each financial year.
- 6.3. The financial year for the KSPA accounts shall tie into the School Year – 1st September to 31st August. Annual accounts shall be prepared for each financial year and presented for the approval of the Members of the KSPA at the AGM.
- 6.4. A copy of the annual accounts shall be forwarded to the School's accountant for audit in early October.
- 6.5. Cheques drawn on the KSPA account shall be signed by two signatories. Authorised signatories shall be the Bursar and a KSPA Governor.
- 6.6. Electronic banking will be carried out by the Bursar and Deputy Bursar on written approval by the Committee.
- 6.7. In the event of the dissolution of the Association, all of its assets shall pass to the Kimbolton School Board of Governors.

7. Board of Governors

- 7.1. The Committee shall organise the selection, from the Membership of the KSPA, two Parent Governors (KSPA Nominated Governors), one male, one female, to the Kimbolton School Board of Governors.
- 7.2. Candidates for the position of KSPA Nominated Governor will be sought from the full parent membership of Kimbolton School. Notice of a vacant position will be issued as an open invitation for any parent of the School to stand for election.
- 7.3. The KSPA Nominated Governors shall be selected for a three year term. At the end of the three year term the KSPA Nominated Governor may seek automatic re-nomination provided that their child remains a pupil at the School.
- 7.4. The Chair and current Governors, together with other Members of the Committee as required, will interview all candidates in order to brief the remainder of the Committee. Any member of the Committee who may have a conflict of interest will not form part of the interview process.
- 7.5. Election is by secret ballot in accordance with the criteria set by the Committee members; each member of the Committee will have one vote. In the event of a tied vote the Chairperson will hold the casting vote. Voting by proxy will not be permitted. Any member of the Committee standing for such a position will not be able to vote.
- 7.6. Once elected, the KSPA Nominated Governor will act in a manner, which he or she believes to be in the interest of Kimbolton School and will not therefore represent the KSPA, parents or any other constituency. The elected Governor will maintain a full commitment to the KSPA Committee in accordance with this Constitution.
- 7.7. The Kimbolton School Board of Governors has the right to veto the nominated person. If this happens a further candidate should be put forward.
- 7.8. The Committee is able to deselect a KSPA nominated Governor if, in the opinion of the Committee, a full commitment is not maintained.

8. Miscellaneous Provisions

- 8.1. An Extraordinary General Meeting (EGM) may be called at the written request of: a minimum of forty (40) members of the KSPA or by any two Officers of the Committee or by the Headmaster. The request should state clearly the reason for the meeting. Such a meeting will be convened within 30 days of receipt of a request. Twenty (20) members shall constitute a quorum for the EGM.
- 8.2. A Committee member who volunteers to organise a fundraising event will have a co-lead in order to ensure continuity in the organisation and continued knowledge development.
- 8.3. Two members of the Committee (usually the Chairperson and the Vice Chairperson) will sit on the School's Grants Committee for the distribution of funds raised by the KSPA (and other funds donated to the School). A review of the Grant applications will be made available to the Committee for its comment prior to the Grants Committee meeting.
- 8.4. The KSPA may, in certain circumstances, make donations to locally based registered Charities of no more than 50% of the net profit of an event.
- 8.5. The KSPA will make an annual donation to a Support Staff Christmas Lunch as a 'thank you' for all assistance given by that area of the School to the KSPA in their fundraising activities.
- 8.6. The KSPA will support a number of School prizes each year.
- 8.7. The KSPA will support a parent directory to be used for social purposes only.
- 8.8. The KSPA will keep parents abreast of activities being organised by the Association through the School Calendar, Newsletter, Social Media, posters and other methods.

9. Ratification

- 9.1. This Constitution was ratified at the AGM dated 12 October 2015