QUEEN MARGARET'S SCHOOL, ESCRICK
ASSOCIATION OF PARENTS AND FRIENDS
CONSTITUTION AND RULES

CONSTITUTION

1. The Association will consist of members (hereinafter referred to collectively as "Members") as follows being:-

   i) Parents and guardians of pupils from the current year groups currently at Queen Margaret's School.
   ii) Parent representatives from the "Old Margaretians".
   iii) Such other persons well disposed towards the School

THE OBJECTIVES

2. The objectives of the Association are:

   i) to act as a body which liaises between the school and the parents (the liaison objective) and
   ii) to support the school in achieving the joint objective of providing the girls attending the school with a first class boarding education (the support objective)

The liaison objective shall be achieved by:

i) providing access to the parents of all girls attending the school through members nominated from their daughter's year group to the Committee of the Association;
ii) to gather & receive information from parents and friends in relation to all aspects of school life including education, social and pastoral care, school facilities and their maintenance;
iii) to liaise with the Headmaster on behalf of the members of the Association in relation to any matters arising from (i) and (ii) above;
iv) such other means as may be agreed by the Association in consultation with the Headmaster and the Chairman of Governors

The support objective shall be achieved both directly and indirectly by the Association:

i) organising social occasions for parents to meet and have the opportunity of informal conversation with PFA Committee members, the Headmaster, Governors and staff;

ii) providing support for the parents of new school entrants both directly and indirectly;
iii) arranging events beyond the school curriculum;
iv) distributing funds to further the objectives of the association;
v) using the resources of parents past and present to enhance the educational, sporting, cultural and work base opportunities available to the girls;
vi) the Association promoting and supporting the school and acting as ambassadors on its behalf in the outside community and with parents who are considering sending their daughters to the school.

GENERAL MEETING OF MEMBERS

3. There will be a meeting (hereinafter referred to as the "Annual General Meeting") of all Members which will be held once a year. At least seven days notice of this meeting will be given to all Members and will specify any matters to be considered at the meeting under paragraph 4(ii) below.

4. The Agenda for the Annual General Meeting will provide for:-

   i) The election of Members of the Committee (hereinafter referred to as "the Committee") in the place of Members who have retired.
   ii) To consider any matters which the Committee may bring forward for consideration.
   iii) Any other business approved by the Chairman.

5. The Chairman of the Committee at the beginning of a General Meeting of Members will preside throughout that Meeting, and in case of an equality of votes, he shall have a second or casting vote.

6. The Chairman shall, on the written request of not less than twenty Members of the Association, call a Special General Meeting at which the business transacted shall be limited to the matters specified in the notice convening to the Meeting.

THE COMMITTEE

7. i) The Management of the Association shall be in the hands of the Committee of not less than 9 nor more than 12 Members, of whom not more than 10 shall be parents or guardians of pupils currently at the School and 1 at least to be an Old Girl of the School.
   ii) The Committee will be as representative as possible of the different year groups from which the pupils of the School come.
   iii) No two parents or guardians (except as hereinafter provided) of a girl then at the School will serve on the Committee at the same

time.

iv) Members of the Committee will hold office for such period as elected for:-
PROVIDED THAT if as a result of a daughter of a parent Committee Member leaving the School that Member has no other daughter currently at the School he or she shall retire at the ensuing Annual General Meeting

v) Candidates for election to the Committee must have been nominated by at least two Members of the Association who have previously obtained the candidates consent and nominations must be sent or handed to the Chairman before the commencement of the Annual General Meeting.

PROCEDURE FOR A MEETING OF THE COMMITTEE

8. i) At its first meeting after the Annual General Meeting the Committee will elect a Chairman and Honorary Treasurer from amongst the members of the committee and a Secretary who need not be a Member of the Association but shall be an ex-officio Member of the Committee.

ii) The proceedings governing a Meeting of the Committee will be that which is normal for any committee – a majority vote of those present carrying a resolution subject to a casting vote of the Chairman in the event of an equality of votes.

iii) Four members of the committee shall form a Quorum

iii) The Secretary of the Committee may be awarded such annual honorarium from the funds of the Association as the Committee may decide.

FINANCE

9. The Subscriptions for the Membership of the Association shall be as follows:-

i) A sum per term per child as the Committee may find necessary.

ALTERATIONS OF RULES

10. Any of these Rules may be repealed or altered and new Rules made by a majority of at least two thirds of the Members being present at a Special General Meeting, provided that the resolution proposing such change has been sent to all Members with the notice convening the meeting.