

WHITGIFT SCHOOL PARENTS' ASSOCIATION CONSTITUTION

1. The NAME of the Association shall be the Whitgift School Parents' Association (WSPA).
2. The objects of the Association are to advance the education of the pupils of the School by providing and assisting in the provision of facilities and opportunities for education at the School (not normally provided by the Whitgift Foundation) and as an ancillary thereto and in furtherance of this object the Association may:-
 - a) foster more extended relationships among the Whitgift Foundation, parents, staff and others associated with the School
 - b) engage in activities which support the School and advance the education of the pupils attending it.
3. The Association shall not be concerned with the internal administration of the School, except when consulted by the Headmaster.
4. Membership shall be open to parents of pupils currently attending the School and current members of the teaching and non-teaching staff.
5. The President of the Association shall be the Headmaster.
6. The management and control of the Association shall be vested in a Committee, the total membership of which shall not exceed twenty-five and which shall consist of the following:

The Headmaster (ex officio)
The Association's Officers - Chairman, Secretary and Treasurer who shall be parents of current pupils
Parents of boys coming from as wide a cross section of pupils as possible
One or more members of the current staff of the School
A representative nominated by the Old Whitgiftian Association
One of the Parent Members, subject to the approval of the Court of Governors, shall serve on the Whitgift School Committee (ex officio).
7. The Officers of the Association shall be elected or re-elected annually at the Annual General Meeting. The Chairman of the Association shall change at least once every three years.
8. Parent Members of the Committee shall normally be elected to serve for no more than three years. No Parent Member may stand for re-election after serving three years until a further year has elapsed or unless he/she is elected or re-elected as one of the Association's Officers. Staff Members of the Committee shall be elected or re-elected annually by the Staff Common Room or from another forum within the School.
- 9.1) Between Annual General Meetings the Committee shall, where there are vacancies, have the power to co-opt parents or members of staff to membership of the Committee. Such co-opted members will serve until the next Annual General Meeting or Staff Common Room meeting as appropriate, when their membership will be subject to confirmation in the normal way.
- 9.2) Each Member of the Committee shall, subject to the approval and direction of the Committee, have the authority to co-opt other parents and/or members of staff to serve with that Member on a sub-committee for a particular purpose.
10. Six members of the Committee shall constitute a quorum.
11. Committee meetings shall be held at least once a term.
12. The Committee shall have power to co-opt and to appoint Sub-Committees for the discharge of specific functions it may prescribe and to invite members of staff to join the Committee and Sub-Committees.

13. Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.
- 14.1) At the first committee meeting after the Annual General Meeting, the Committee shall elect a Vice-Chairman of the Committee.
- 14.2) At the first committee meeting after the Annual General Meeting, the Committee shall nominate a representative to sit on the Committee of the Old Whitgiftian Association
15. The Annual General Meeting of the Association shall normally be held in September of each year. At the AGM the Chair shall be taken by the Chairman, or in his/her absence, by the Vice Chairman of the Committee.
16. Twenty Members shall constitute a quorum at any General Meeting.
17. A special General Meeting shall be convened at the request in writing, to the Secretary, of TEN members of the Association. Such a meeting shall be held within THIRTY days of the request. Agenda motions submitted shall be circulated to all members.
18. No alteration of the rules may be made except at the Annual General Meeting or at a Special Meeting called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.
19. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM. The Honorary Treasurer shall not open or close any bank or building society account of the Association without the approval of the Committee. The Bank or Building Society account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:- a) Chairman; b) Treasurer; c) Secretary; d) any member or members of the Committee nominated for this purpose by a resolution of the Committee.
20. An Honorary Auditor who is not a member of the Committee should be appointed annually at the Annual General Meeting, or by delegated authority by the President and Chairman of the WSPA, to audit the accounts and books of the Association if deemed necessary to meet legal requirements for the Association.
21. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the School for the benefit of the pupils of the School in any manner which is exclusively charitable at law.
22. The Association shall take out Public Liability Insurance to cover all its meetings and activities.
23. Any matter not provided for in the Constitution shall be dealt with by the Committee.

22.02.02 AGM: new clauses 6 and 9 refers to expansion of Committee membership

28.02.03 AGM: extension of clause 20 refers to delegated powers to President and Chairman

28.02.03 AGM: renumbering existing clause 14 to 14.1 and addition of clause 14.2 refers to reciprocal representation of WSA on Old Whitgiftian Committee

23.06.07 AGM: temporary amendment to Clause 6 to operate for one year subject to confirmation after review:

- 6.2 It is PROPOSED that Clause 6 of the Constitution be amended to allow for the appointment of a Deputy Chair who will have the same responsibilities as those carried by the Chair, Secretary and Treasurer, and may be

appointed Trustee of the WSA, and that this appointment will be on a one year trial basis, and any continuation of this arrangement will be subject to review and confirmation at the next WSA AGM.

6.3 It is PROPOSED that Clause 14 of the Constitution be amended to allow for the appointment of up to four Vice Chairs by the WSA Committee, should the exigencies of the WSA business so require at that time during the next WSA year, and that this should be on a one year trial basis, and any continuation of this arrangement will be subject to review and confirmation at the next WSA AGM.

30.11.11 AGM: Amendment to Clause 16 to read Twenty Members shall constitute a quorum at any General Meeting (changed from Thirty).

Disk 1: WSA Constitution 27.02.04: corrected 18.11.05 re omission to Clause 6: amended 24.06.07, amended 30.11.11

24.11.14 AGM: Amendment to Clause 1 to change the name of the Whitgift School Association (WSA) to Whitgift School Parents' Association (WSPA).