

# Westbrook Hay Association Constitution

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## 1. Name

The name of the Association is the Westbrook Hay Association (The Association).  
The address will be c/o Westbrook Hay School, London Road, Hemel Hempstead,  
Hertfordshire, HP1 2RF

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## 2. Objectives

To advance the experience of pupils, staff and associated families by providing and assisting in the provision of activities within the school setting with the purpose of:

- a. Fostering more extensive relationships between staff, parents and others associated with the school.
  - b. Engaging in activities which support the school and benefit the pupils attending it.
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## 3. Limitation of the purpose of the Association

Nothing within the Constitution shall permit the Association, or any of its members, to interfere in the administration or management of the school.

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## 4. Membership

All members of staff, the governing body and parents or guardians of children attending the school shall automatically become members. Other people with an interest in furthering the objectives of the Association may apply for membership and be admitted at the discretion of the Committee, by majority vote.

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## 5. Officers and Annual General Meeting (AGM)

- a. The Headteacher shall be President of the Association.
- b. The other Officers shall be:
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
  - e. Class Rep Liaison
- c. Officers to be nominated and elected, by vote, at the AGM. In special circumstances, Officers may be co-opted until the next AGM.

- d. No Officer shall hold a position beyond three years, but is eligible for election to a further post. After a year has lapsed, a person is eligible to serve in a previous post.
- e. A person shall become eligible to hold the position of Chair once they have completed a minimum of one year as Vice Chair.
- f. If a position, including Chair, remains vacant at the time of the first meeting of the Committee elected at the AGM, the Committee may, at their discretion, invite the returning Officer to serve for an interim period whilst a person is co-opted into the position.
- g. The Annual General Meeting (AGM) shall be held in the Autumn term and 14 days notice shall be sent to all members. A quorum shall comprise of 6. An Extraordinary General Meeting (EGM) may be called at the written request of a minimum of 6 members. 14 days notice shall be given of any EGM to all members of the Association.

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## **6. Committees**

- a. The management of the Association shall be in the hands of the Association Committee, consisting of the Chair, Vice Chair, Secretary, Treasurer and Class Rep Liaison, together with a maximum of 20 other members. All committee members must be elected at the AGM. In special circumstances, committee members may be co-opted until the next AGM.
- b. Committee meetings shall be held at least once per term. 6 committee members shall constitute a quorum.
- c. The Committee may appoint subcommittees, provided that any business shall be reported to the Committee at the earliest opportunity. No subcommittee shall spend funds of the Association otherwise than in accordance with an agreed budget, set by the Committee.

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## **7. Recognition of service**

- a. All Committee members, including Class Reps, shall be recognised for their contribution to school life via an annual event. The event shall be held in the Summer term.
- b. The nature of the event shall be determined by the Committee, with a maximum budget of £20 per person attending. Any additional costs shall be covered by the attendees of arranged event.
- c. No monies shall be paid to members in lieu of attendance.

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## **8. Finance**

- a. Bank accounts shall be operated in the name of the Association.
- b. The Association has the power to accept donations, subscriptions and otherwise raise funds for the purpose of the Association, to the extent that such activity should not include permanent trading.
- c. Cheques shall be signed by two Officers.
- d. The accounts shall be kept by the Treasurer and shall be audited by one auditor appointed at the AGM.
- e. Event expenses will be paid within 14 days of an event, provided that receipts have been presented. No payments of expenses shall be paid on the day of an event.

- f. At the conclusion of an event, two persons (to include Treasurer, or an Officer in their absence) shall be permitted to be present and to count up monies received during the event. This shall take place in a locked room, with no unauthorised persons present.
- g. All monies shall be collected from individual stalls/locations prior to count being completed.
- h. All money shall be held in a locked safe until such time as it is banked.
- i. Two Officers, can agree in writing, a spend of up to £1,000 outside of a Committee meeting. However, where possible, all expenditures should be agreed at Committee meetings. Any expenditures agreed outside of a Committee meeting must be declared at the next available meeting.

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## **9. Amendments**

- a. No amendments to this Constitution may be made except at the AGM or at an EGM called for the purpose of an amendment.
- b. No amendments or alterations shall be made without the prior written consent of the Charity Commissioners to Clauses 2, 9 or 10.
- c. No amendments shall be made which would cause the Association to cease to be a charity at law.
- d. Amendments to the Constitution must receive the assent of two thirds of the members present, through an open vote at the AGM or EGM.

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## **10. Dissolution**

The Association may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the assent of two thirds of those members present, through an open vote. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but shall be given to the school. If effect cannot be given to this provision, for any reasons, the assets may be given for some other charitable purpose.