

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

CONSTITUTION

Name

The name of the Association shall be The Hutchins School Parents' Association ("the Association").

Membership

Parents of boys attending The Hutchins School ("the School") shall be members. Other interested persons may be admitted to membership by the Executive.

Objects

1. To provide a forum for communication between parents and the School;
2. to further the interests of the boys and the School; and
3. to organise activities to promote objects 1 and 2.

Executive

The management of the Association shall vest in the Executive, the members of which shall be elected at the Annual General Meeting ("the AGM") and comprise the President, the Immediate Past President, the Vice-President, the Secretary, the Treasurer and four General Members. A General Member shall be elected to represent each division of the School. The Executive may fill any casual vacancy on the Executive until the succeeding AGM and appoint a sub-committee for any purpose.

The Headmaster shall be a member of the Executive *ex officio*.

Meetings

A general meeting of the Association shall be held in each term of the School year.

Additional general meetings may be called at the discretion of the president or upon the request of two members of the general executive.

The AGM shall be held in March and its business shall be as follows:

1. the presentation by the President of an annual report;
2. the presentation by the Headmaster of an annual report;
3. the presentation by the Treasurer of the audited annual accounts;
4. elections for the membership of the incoming Executive; and
5. other business considered appropriate by the members present.

Notice of each AGM shall be published in the School's newsletter no fewer than 21 days before the date of the meeting.

A special general meeting of the Association shall be called if requested in writing by a notice addressed to the Secretary and signed by no fewer than 10 parents of the school community. Written notice of a special general meeting shall be provided to the members of the Association via the School's newsletter no fewer than 14 days before the date of such a meeting.

The Secretary shall minute each meeting of the Association, such Minutes to be confirmed at each subsequent meeting.

Proxy votes shall not be accepted at any meeting.

Quorum

At any meeting of the Association five members shall form a quorum.

Management of Funds

The Association's financial year shall end each on each December 31st.

The Association's funds shall be banked and operated by cheque, each cheque to be signed by the Treasurer and another member of the Executive.

The Treasurer shall maintain a Cash Book and a Receipt Book, each to be available for inspection by a member of the Association upon reasonable notice.

At each general meeting, the Treasurer shall present accounts approved by the Executive for payment and a current financial statement.

The Executive shall decide how the Association's funds are expended.

Auditor

The AGM shall appoint an auditor to audit the Association's accounts on an annual basis.

Levy

Each Hutchins family shall pay to the School on behalf of the Association a levy, which shall be set for the succeeding year by the Executive and be subject to approval by the AGM.

Amendment

This Constitution may be amended by a vote of two-thirds of the members attending an AGM, providing that notice in writing of any amendment is provided to the Secretary no fewer than 28 days before the AGM and to the members via the School's newsletter no fewer than 14 days before the date of the AGM.