
CONSTITUTION
As approved at EGM 26th April 2008
With Objects clause & Executive committee clauses
as amended at EGM 25th October 2008

1. NAME

The name of the Association (“the Charity”) is the PARENTS’ ASSOCIATION of Maria Konopnicka Polish Saturday School in Willesden.

2. ADMINISTRATION

Subject to the matters set out below, the Charity and its property shall be administered and managed in accordance with this Constitution by the Executive Committee constituted by paragraph 7 below (“the Executive Committee”).

3. OBJECTS

The purpose of the Charity will be as follows:

To advance the education of children attending the Polish School of Maria Konopnicka in Willesden, by teaching of the Polish Language, the history and geography of Poland, its religion and culture and by preparing the pupils for the Polish GCE, AS and A2 level examinations

4. POWERS

In furtherance of the above objects (“the Objects”), to enable the school to assist parents in bringing up their children to be aware of Polish culture & traditions and endeavour to ensure that every child, with Polish roots living in our area is given

an opportunity to attend the Polish Saturday school, but not otherwise, the Executive Committee may exercise the following powers:

- (1) power to raise funds and to invite and receive contributions, provided that in raising the same, the Executive Committee shall not undertake any substantial permanent trading activities, and shall conform to any relevant requirements of the law;
- (2) power to buy, take on lease or in exchange any property necessary for the achievement of the Objects and to maintain and equip such property for use;
- (3) subject to any consents required by law, power to sell, lease, or dispose of all or any part of the property of the Charity;
- (4) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the Objects, and to make reasonable provision for their remuneration;
- (5) power to co-operate with other charities, voluntary bodies, and statutory bodies (including but not limited to the Polish Educational Society and the Polish Roman Catholic Mission at the Our Lady of Mercy Chapel in Willesden) Other local minority group associations, operating in furtherance of the Objects, or of similar charitable purposes, and to exchange information and advice with the same;
- (6) power to establish or support any charitable trusts, associations, or institutions formed for all or any of the Objects;
- (7) power to appoint and constitute such advisory committees as the Executive Committee may think fit;

- (8) in consultation with the Headteacher, power to control the admission of Children to the School and, if appropriate, require Parents or Guardians to withdraw the Children from the School;
- (9) power to do all such other lawful things as are necessary or desirable for the achievement of the Objects.

5. MEMBERSHIP

- (1) Membership of the Charity shall be automatic and compulsory for the Parents or Guardians of Children who attend the School, all such Parents and Guardians to have one vote each.
- (2) Associate members, namely persons who wish to sign on as members of the charity and are willing to subscribe an annual membership fee.
- (3) Honorary members whose membership is decided by the annual general meeting.
- (4) Each Member shall pay a subscription for the Children attending the School, payable annually or each term, of such amount as shall be laid down from time to time by the Executive Committee.
- (5) The Executive Committee shall have the right to terminate the Membership of a Member, whether for non-payment of their subscription or other good cause, but the Member concerned shall be entitled to put their case to the Executive Committee in person, with the assistance of a Friend, before any such decision becomes final.

6 EXECUTIVE OFFICERS

- (1) The Executive Officers of the Charity shall comprise a Chairman, two Vice-Chairmen, a Secretary and a Treasurer.

- (2) The Chairman shall be elected by the Members from amongst themselves at the Annual General Meeting of the Charity, and such Chairman shall hold office from the conclusion of the Meeting.
- (3) The Vice Chairman, Treasurer and Secretary shall be elected by the members from amongst the members at the Annual General Meeting of the Charity, and such officers shall hold office from the conclusion of the meeting. Other Executive Officers shall be appointed by the Chairman and other members of the Executive Committee from amongst themselves at the first meeting of the Executive Committee after the Annual General Meeting.
- (4) For the avoidance of doubt, no member of the Executive Committee or any Executive Officer OTHER than the TREASURER shall be remunerated in any way by the Charity

7 EXECUTIVE COMMITTEE

- (1) The Executive Committee shall consist of the executive officers as specified in paragraph 6 above, plus not less than four other members, nor more than ten other members, being the Chairman as specified in paragraph 6 above, and further members elected at the Annual General Meeting who shall hold office from the conclusion of the Meeting.
- (2)
 - (i) Subject to the upper limit on numbers specified in sub-paragraph (1) above, the Executive Committee may in addition appoint not more than three co-opted members, provided that no-one may be so appointed if, as a result, more than one third of the members of the Executive Committee would be co-opted members.
 - (ii) Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under paragraph 18 below, and shall take effect from the end of that meeting, provided that if

the appointment is to fill a place which has not then been vacated, the appointment shall run from the date when the post becomes vacant.

- (3) All the members of the Executive Committee, shall retire from office together at the end of the Annual General Meeting next after the date on which they came into office, but they may be re-elected or re-appointed.
- (4) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number, or by any failure to appoint, or any defect in the appointment or qualification of a member.
- (5) Nobody shall be appointed as a member of the Executive Committee who, if appointed, would be disqualified under the provisions of paragraph 8 below.

8 DETERMINATION OF MEMBERSHIP OF EXECUTIVE COMMITTEE

A member of the Executive Committee shall cease to hold office if they:

- (1) are disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act, 1993 (or any statutory re-enactment or modification of that provision);
- (2) become incapable by reason of mental disorder, illness, or injury of managing and administering their affairs;
- (3) are absent without the permission of the Executive Committee from all their meetings held within a period of six months, and the Executive Committee resolve that their office be vacated;
- (4) they notify to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

- (5) lose a vote of confidence of the Executive Committee.

9 PROHIBITION OF PERSONAL INTEREST

No member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity), or receive remuneration, or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee.

10 FUNCTIONS OF THE EXECUTIVE COMMITTEE

- (1) The duties and powers of the Chairman shall include:
 - (i) managing and overseeing the activities and proceedings of the Executive Committee;
 - (ii) communicating the decisions and recommendations of the Executive Committee to the Headteacher, other staff of the School, and the Members of the Charity;
 - (iii) representing the School in its external activities and dealings (other than those provided for in the Headteacher's Job Description), including communication with other charities, voluntary bodies, and statutory bodies.

- (2) The duties and powers of the Executive Committee shall include:
 - (i) Hiring and maintenance of the premises for the school purposes
 - (ii) Keeping a register of the names and addresses of the pupils and members of the association
 - (iii) Maintaining the accounts ledgers, an assets register, document archives and care of all school property
 - (iv) Ensuring expenditure is maintained within agreed budgetary limits
 - (v) Authorising exemption from payment of membership fees of children by parents in financial difficulties

- (vi) Organising fund raising activities
- (vii) Organising the playground supervision roster
- (viii) Ensuring a safe environment for the pupils on the school premises during school hours
- (ix) Implementing the resolutions and (in so far as may be reasonably possible) recommendations of the Annual General Meeting
- (x) Reimbursement of expenses incurred by the teaching staff
- (xi) The appointment and dismissal of the Headteacher, who is responsible for the curriculum and teaching methods used at the school
- (xii) The appointment and dismissal of teachers in consultation with the Headteacher
- (xiii) In consultation with the Headteacher monitoring the overall standards of the school

11 MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- (1) The Executive Committee shall hold an ordinary meeting once every six weeks during the academic year,. The meetings shall be minuted, with the minutes being read and accepted at the next committee meeting.
- (2) A special meeting may be called at any time by the Chairman, or by any two members of the Executive Committee upon not less than seven days' notice being given to the other members of the Executive Committee of the matters to be discussed, but if such matters include an appointment of a co-opted member not less than twenty one days' notice must be given.
- (3) The Chairman shall act as chairman at meetings of the Executive Committee, provided that if the Chairman is absent from any meeting, the Vice Chairman shall act as Chairman at the meeting. In the absence of both the Chairman and Vice Chairman the members present shall choose one of their number to act as chairman before any other business is transacted.

- (4) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being, or three members of the Executive Committee, whichever is the greater, are present at the meeting.
- (5) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question, but in the case of equality of votes, the chairman of the meeting shall have a second or casting vote.
- (6) The Executive Committee shall keep minutes, in books kept for the purpose, of the proceedings at meeting of the Executive Committee and any sub-committee.
- (7) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings, and the custody of documents, provided that no rule may be made which is inconsistent with this Constitution.
- (8) The Executive Committee may appoint one or more sub-committees consisting of three or more members of the Executive Committee for the purpose of making any enquiry, or supervising or performing any duty or power which in the opinion of the Executive Committee could be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any such sub-committee shall be fully and promptly reported to the Executive Committee.
- (9) The Headteacher will be invited to attend the ordinary meetings of the Executive Committee, but will not have the right to vote.

12 RECEIPTS AND EXPENDITURE

- (1) The funds of the Charity, including all donations, contributions, and bequests, shall be paid into an account operated by the Executive

Committee in the name of the Charity, at such bank as the Executive Committee shall from time to time decide.

- (2) The Executive Committee shall have power to operate more than one bank account.
- (3) All cheques and orders for the payment of money from any such account shall be signed by at least two members of the Executive Committee.
- (4) The funds of the Charity shall be applied only in furthering the Objects.

13 PROPERTY

- (1) Subject to the provisions of sub-paragraph (4) below, the Executive Committee shall cause the title to:
 - (i) all land held by or on trust for the Charity which is not vested in the Official Custodian for Charities; and
 - (ii) all investments held by or on behalf of the Charity;to be vested either in a corporation entitled to act as custodian trustee, or in not less than three individuals appointed by them as holding trustees.
- (2) Holding trustees may be removed by the Executive Committee at their pleasure, and shall act in accordance with the lawful directions of the Executive Committee.
- (3) Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.
- (4) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Charity, the Executive Committee may permit any investments held by or in trust for the Charity to be held in

the name of a clearing bank, trust corporation, or any stock-broking company which is a member of the International Stock Exchange (or any subsidiary of any such stock-broking company) as nominees for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

14 ACCOUNTS

The Executive Committee shall comply with their obligations under the Charities Act, 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (1) the keeping of accounting records for the Charity;
- (2) the preparation of annual statements of account for the Charity;
- (3) the auditing or independent examination of statements of account of the Charity; and
- (4) the transmission of the statements of account of the Charity to the Commission.

15 ANNUAL REPORT

The Executive Committee shall comply with their obligations under the Charities Act, 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commission.

16 ANNUAL RETURN

The Executive Committee shall comply with their obligations under the Charities Act, 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commission.

17 ANNUAL GENERAL MEETING

- 1) There shall be an Annual General Meeting of the Charity which shall be held in the month of October, in any event, not later than eight weeks after the beginning of the new academic year,
- 2) The Annual General Meeting shall be called by the Executive Committee, and the Secretary shall give at least twenty one days' notice of the same to all Members. The following persons shall be invited to attend the A.G.M.
 - a) The Headteacher of the Polish School
 - b) The teaching staff
 - c) A representative of the Polish Educational Society
 - d) The Priest in charge from the Local Polish Mission.
- 3) All Members shall be entitled to attend and vote at the Meeting.
- 4) The Executive Committee shall present to the Annual General Meeting the report and accounts of the Charity for the preceding academic year, for their consideration and approval (or otherwise) by the Meeting.
- 5) The Annual General Meeting, amongst other things, shall elect, first, the Chairman and other members of the Executive Committee, and, secondly, a Committee of Internal Auditors.

18 EXTRAORDINARY GENERAL MEETINGS

- (1) An Extraordinary General Meeting may be called at any time:
 - (i) By the Executive Committee of its own initiative;
 - (ii) By the Committee of Internal Auditors;
 - (iii) By at least fifteen Members requesting such a Meeting in writing to the Secretary stating the business to be considered.

- (2) The Secretary shall give at least twenty one days' notice of the Meeting to all Members, and the notice must state the business to be discussed.

19 PROCEDURE AT GENERAL MEETINGS

- (1) Before any other business is transacted at the General Meeting, the Members present shall appoint from amongst themselves a Chairman, Secretary, and Assessor of the Meeting. The chairman may not be a member of the executive, a member of the audit committee, or the Headteacher.
- (2) The AGM commences with the reading, acceptance and or comments on the minutes of the preceding AGM
- (3) The Secretary shall keep a full record of proceedings at the General Meeting.
- (4) There shall be a quorum when at least twenty five Members for the time being are present at the General Meeting.
- (5) Every matter shall be determined by a majority of votes of the Members present and voting on the question, but in the case of equality of votes, the Chairman of the General Meeting shall have a second or casting vote.
- (6) Acceptance of the association's proposed programme, budget and the fee level to be charged falls under the remit of the AGM.

20 COMMITTEE OF INTERNAL AUDITORS

- (1) The Committee of Internal Auditors shall comprise three Members, one Member being the Chairman of the Committee, and the other two Members being Assistants.

- (2) The Members comprising the Committee may not be members of the Executive Committee.
- (3) The function of the Committee will be to review the financial activities of the Charity, correctness of entries, the purpose and authorization of expenditure and control of stock items and fixed assets. For that purpose, they shall meet as often as required, in any event, not less than twice annually.
- (4) At the Annual General Meeting marking the end of their year of office, the Committee will deliver a report signed by the members of the commission to the Meeting summarising the results of their review, and proposing to the Meeting such resolution or recommendation as they deem fit.

21 NOTICES

Any notice required to be served on any Member shall be in writing and shall be served by the Executive Committee or Honorary Secretary as follows:

- (1) personally; alternatively
- (2) by providing a Child attending the School with a copy of the written notice to be passed on to their Parents or Guardians; alternatively
- (3) by sending the written notice through the Post in a pre-paid letter addressed to the Member at their last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within ten days of posting.

22 ALTERATIONS TO THE CONSTITUTION

- (1) Subject to the following provisions of this paragraph, the Constitution may be altered by a resolution passed by no less than two thirds of the Members present and voting at a General Meeting.

- (2) The notice of the General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.
- (3) No amendment may be made to paragraph 1 (the name of charity paragraph), paragraph 3 (the objects paragraph), paragraph 9 (Executive Committee Members not to be personally interested paragraph), paragraph 23 (the dissolution paragraph), or this paragraph without the prior consent in writing of the Commissioners.
- (4) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
- (5) The Executive Committee shall promptly send to the Commission a copy of any amendment made under this paragraph.

23 DISSOLUTION

- (1) Should the Executive Committee decide it necessary advisable or desirable to dissolve the Charity, they shall call a Special General Meeting of all Members, giving at least twenty one days notice and stating the terms of the resolution to be proposed.
- (2) If the proposal is confirmed by a majority of two thirds of the Members present and voting, the Executive Committee thereupon shall have power to realise any assets held by or on behalf of the Charity.
- (3) Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the Objects of Charity as the Members may determine, or, failing that, shall be applied for some other charitable purpose.

- (4) A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity shall be sent to the Commission.

Signed:

Chairman

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Vice Chairman

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Vice Chairman

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Secretary

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Treasurer

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Committee Member

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