

Somerset College Parents Association

CONSTITUTION

1. NAME

The name of the Association shall be the Somerset College Parents Association, hereinafter referred to as the Association.

2. HEADQUARTERS

The Headquarters of the Association shall be at Somerset College, Bredell Road, Somerset West.

3. AIM

The Aim of the Association is to use the energy and talents of parents to support and further the interests of Somerset College through the raising of funds, providing an effective communication channel between parents and Somerset College and building the Somerset College community.

4. OBJECTIVES

The objectives of the Association shall be to:

- 4.1 Promote and maintain close and positive links between parents (the use of the term 'parent' also includes guardians) of learners, the Board of Governors and the Executive management of Somerset College with a view to promoting the best interests of the learners.
- 4.2 Provide a convenient and effective forum of communication between parents, the Board of Governors and Executive management of Somerset College so that Somerset College can communicate its strategy, requirements, procedures and performance; and the parents and guardians can communicate their views, desires and concerns to Somerset College within a positive and constructive framework.
- 4.3 Co-operate with the Board of Governors and Executive management in raising funds for furthering the interests of Somerset College.
- 4.4 Promote equality, respect and understanding of all people in Somerset College.
- 4.5 Bring parents together to promote and build the Somerset College community
- 4.6 Provide assistance to Somerset College with functions and projects initiated by the Association.
- 4.7 Support the Board of Governors and the Executive management in upholding the values, vision, mission and public image of Somerset College

5. MEMBERSHIP

- 5.1 Membership shall be open to all parents of learners enrolled at the College (College includes the Preparatory school and the Senior school).
- 5.2 All parents of learners enrolled at the College shall be deemed to be members of the Association unless an individual notifies the Chairperson of the Committee of the Association in writing that he / she does not wish to be a member.

6. MANAGEMENT

- 6.1 A Committee comprising a maximum of twelve members shall control the affairs of the Association:
- 6.1.1 The Executive Head (ex officio) of Somerset College
 - 6.1.2 The Head of the Preparatory school;
 - 6.1.3 A minimum of six parents of learners currently enrolled at the College, provided that:
 - at least one shall be a parent of a boarder;
 - no two parents of the same scholar be elected or appointed to the Committee;
 - there should be a minimum of three parents from the Preparatory school and three parents from the Senior school.
- 6.2 No person shall be elected to the Committee unless he or she has consented to being nominated.
- 6.3 Office Bearers of the Association:
- 6.3.1 The Chairperson of the Association shall serve for a two year term.
 - 6.3.2 The Vice-Chairperson of the Association shall be nominated and elected at the Annual General Meeting.
 - 6.3.3 The Chairperson and Vice-Chairperson should represent both the Preparatory school and the Senior school
 - 6.3.4 The succession of the new Chairperson shall be approved by the Board of Governors and ratified at the Annual General Meeting.
 - 6.3.5 The Chairperson shall serve (ex officio) on the Board of Governors of the College.
 - 6.3.6 The Committee shall elect an Honorary Secretary and / or Honorary Treasurer from its members.

- 6.3.7 In the event that the Chairperson is unable for whatever reason to continue in the Chair, the Vice-Chairperson shall assume the Chair and the Committee shall elect from among its members a new Vice-Chairperson to take his or her place. The Chairperson so appointed shall serve as Chair for the rest of the term. The new Vice-Chairperson shall have his or her appointment confirmed at the next Annual General Meeting in terms of this Constitution.
 - 6.3.8 In the event that the Vice-Chairperson is unable for whatever reason to take the Chair, the committee shall elect from among its members a new Chair to take his or her place.
- 6.4 Meetings of the Committee:
- 6.4.1 The Committee shall meet as frequently as it may consider necessary for the performance of its work, provided that it shall meet at least once per term.
 - 6.4.2 A majority of the members of the Committee shall form a quorum subject to at least five members attending the meeting.
 - 6.4.3 The Chairperson shall have a casting vote as well as a deliberative vote.
 - 6.4.4 In the absence of the Chairperson and the Vice-Chairperson, the members may elect a Chairperson for the meeting.
 - 6.4.5 A record of all meetings shall be kept by the Honorary Secretary / Honorary Treasurer and the Somerset College Board Secretary.
 - 6.4.6 As far as possible at least seven days' notice of meetings shall be given.
 - 6.4.7 Working committees maybe appointed to ensure effective management of the affairs of the Association. Each working committee should contain at least one Committee member in the group.
- 6.5 Powers of the Committee:
- 6.5.1 The Committee shall have the power to do what it deems necessary within reason to fulfil the objectives of the Association.
 - 6.5.2 Co-opt additional members of the Association to the membership of the Committee as required.
 - 6.5.3 Fill any vacancies that may occur on the Committee.
- 6.6 Eligibility and disqualification of members of the Committee:
- 6.6.1 Any member of the Association shall be entitled to be elected or co-opted to be a member of the Committee.

- 6.6.2 The members of the Committee, except for the Chairperson who serves a two year term shall retire annually at the Annual General Meeting of the Association and may be eligible for re-election subject to 6.6.3
- 6.6.3 No member of the Committee shall serve for more than four consecutive years.

7. MEETINGS OF THE ASSOCIATION

- 7.1 The Annual General Meeting of the Association shall be held before the end of October of each year.
- 7.2 At least two weeks' notice shall be given for the Annual General Meeting.
- 7.3 A minimum of thirty members shall constitute a quorum at Annual General Meetings. In the absence of a quorum, the meeting shall then be adjourned to the same day two weeks hence and the number attending shall be deemed to be a quorum. The Chairperson shall have a deliberative and casting vote.
- 7.4 A record of all meetings shall be kept by the Honorary Secretary of the Committee.
- 7.5 In addition to the Annual General Meeting, a Special General Meeting may be convened at any time by the Committee, giving two weeks' notice; or by fifty members of the Association requesting the Committee to call such a meeting, which the Committee must do within two weeks of the request, giving two weeks' notice.
- 7.6 Special General Meetings shall discuss only the items placed on the Agenda for such meetings, which Agenda shall be included in the notice calling for such a meeting.

8. FINANCE

- 8.1 Funds shall only be raised with the consent of the Board of Governors and the Executive management of the College for the purpose of furthering the objects of the Constitution of the Association.
- 8.2 Such funds shall be held by the Bursar of the College on behalf of the Association and a record thereof kept by both the Honorary Secretary of the Association and the Bursar. The Bursar may release funds to any member of the Committee in accordance with decisions of the Committee, as reflected in the minutes of its meetings.
- 8.3 The income and expenditure of the Association shall be presented and approved by the Board of Governors on an annual basis.
- 8.4 A statement reflecting the income and expenditure for the financial year, shall be prepared by the Honorary Treasurer, and shall be presented for approval to the Annual General Meeting.

9. LIABILITY OF MEMBERS

- 9.1 No member of the Association is liable for any debts contracted by the Association in the name of the Association and cannot be sued in respect of any debt incurred by the Association.

10. AMENDMENTS TO THE CONSTITUTION

- 10.1 Amendments or alterations to the Constitution shall only be made at an Annual General Meeting or Special General Meeting of the Association.
- 10.2 Notice of proposed amendments or alterations shall be given to all members at least two weeks prior to the meeting at which the alterations or amendments shall be considered.
- 10.3 Any amendment or alteration of the Constitution shall require a majority of at least seventy five percent (75%) of the members present and voting.
- 10.4 Any amendment or alteration of the Constitution that has been duly approved shall take effect only at such time as the Board of Governors has accepted the amendment or alteration.

11. DISSOLUTION OF THE ASSOCIATION

- 11.1 The Association may be dissolved at an Annual General Meeting or at a Special General Meeting convened for that purpose by a seventy five percent (75%) majority of the members present and voting at that meeting.
- 11.2 Should it be agreed to dissolve the Association, the Head of the College and the Chairperson of the Board of Governors shall act as Liquidators to liquidate the liabilities of the Association, and to pay over whatever funds that then remain to the Board of Governors of the College.

12. POWERS OF THE BOARD OF GOVERNORS

- 12.1 No clause in this Constitution shall be construed in any way that derogates from the authority of the Board of Governors.

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