



Somerset College Parents Association

Senior School

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. OBJECTS

The objectives of the Association shall be to:

- 3.1 Promote and maintain close and positive links between parents and / or guardians of learners at the College, the Board of Governors of Somerset College and the College with a view to promoting the best interests of the learners of Somerset College.
- 3.2 Provide a convenient and effective forum of communication between parents and the Board of Governors so the College can communicate its strategy, requirements, procedures and performance; and the parents and guardians can communicate their views, desires and concerns to the College in a positive and constructive framework.
- 3.3 Co-operate with the Board of Governors in raising funds for furthering the interests of the College.

4. MEMBERSHIP

4.1 Membership shall be open to:

- 4.1.1 All parents and guardians of learners enrolled at the College;
- 4.1.2 Any other person approved by the Committee of the Association.

4.2 All parents and guardians 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.

5. MANAGEMENT

5.1 A Committee comprising of a maximum of sixteen members shall control the affairs of the Association:

- 5.1.1 The Head (ex officio);
- 5.1.2 A member of the College administration (ex officio), to be appointed in consultation with the Head; and
- 5.1.3 A minimum of six parents of learners currently enrolled at the College, provided that:
 - there must be at least one representing the parents of each grade and at least one shall be a parent of a boarder;
 - no two parents of the same scholar be elected or appointed to the Committee.

- 5.2 No person shall be elected to the Committee unless he or she has consented to being nominated.
- 5.3 Office Bearers of the Association:
- 5.3.1 The Chairperson of the Association shall be the Vice-Chairperson of the preceding year and shall serve for one twelve-month period.
 - 5.3.2 The Vice-Chairperson of the Association shall be nominated and elected at the AGM and shall serve for one twelve-month period.
 - 5.3.3 The succession from Vice-Chairperson to Chairperson shall be ratified by the AGM.
 - 5.3.4 Both the Chairperson and the Vice-Chairperson shall serve on the Board of Governors of the College as full voting members for the duration of their office.
 - 5.3.5 The Committee shall elect an Honorary Secretary and Honorary Treasurer from its members.
 - 5.3.6 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 and continue in the Chair as if he or she was the Vice-Chairperson. The new Vice-Chairperson shall have his or her appointment confirmed at the next AGM in terms of this Constitution.
 - 5.3.7 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.
- 5.4 Meetings of the Committee:
- 5.4.1 The Committee shall meet as frequently as it may consider necessary for the performance of its work, provided that it shall meet at least twice per term.
 - 5.4.2 A majority of the members of the Committee shall form a quorum.
 - 5.4.3 The Chairperson shall have a casting vote as well as a deliberative vote.
 - 5.4.4 In the absence of the Chairperson and the Vice-Chairperson, the members may elect a Chairperson for the meeting.
 - 5.4.5 A record of all meetings shall be kept by the Honorary Secretary and at the College offices.
 - 5.4.6 As far as possible at least seven days notice of meetings shall be given.
- 5.5 Powers of the Committee:
- 5.5.1 The Committee shall have the power to do what it deems necessary to fulfill the objects of the Association.
 - 5.5.2 Co-opt no more than four additional members of the Association to membership of the Committee.
 - 5.5.3 Fill any vacancies that may occur on the Committee.
- 5.6 Eligibility and Disqualification of Members of the Committee:
- 5.6.1 Any member of the Association shall be entitled to be elected or co-opted to be a member of the Committee.
 - 5.6.2 Any member of the Committee who has been absent from two consecutive committee meetings without having obtained leave of absence from the Committee shall forfeit his / her seat.
 - 5.6.3 The members of the Committee shall retire annually at the Annual General Meeting of the Association and may be eligible for re-election for one further term.
 - 5.6.4 Except for the Chairperson and Vice-chairperson, no member of the Committee shall serve for more than two consecutive years. The Chairperson and Vice chairperson may serve for a maximum of three consecutive years on the Committee.

6. MEETINGS OF THE ASSOCIATION

- 6.1 The Annual General Meeting of the Association shall be held before the end of March each year.
- 6.2 At least two weeks notice shall be given for the Annual General Meeting.
- 6.3 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.

- 6.4 A record of all meetings shall be kept by the Honorary Secretary of the Committee.
- 6.5 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 twenty 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.
- 6.6 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.

7. FINANCE

- 7.1 Funds shall only be raised with the consent of the Board of Governors of the College for the purpose of furthering the objects of the Constitution of the Association.
- 7.2 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.
- 7.3 A statement reflecting the income and expenditure for the financial year, which shall run from March to February, shall be prepared by the Honorary Treasurer and audited by the Honorary Auditor, who shall not be a member of the Committee, and shall be presented for approval to the Annual General Meeting.

8. LIABILITY OF MEMBERS

- 8.1 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.

9. AMENDMENTS TO THE CONSTITUTION

- 9.1 Amendments or alterations to the Constitution shall only be made at an Annual General Meeting or Special General Meeting of the Association.
- 9.2 Notice of proposed amendments or alterations shall be given to all members at least one month prior to the meeting at which the alterations or amendments shall be considered.
- 9.3 Any amendment or alteration to the Constitution shall require a majority of at least two-thirds of the members present and voting.
- 9.4 Any amendment or alteration to 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.

10. DISSOLUTION OF THE ASSOCIATION

- 10.1 The Association may be dissolved at an Annual General Meeting or at a Special General Meeting convened for that purpose by a two-thirds majority of the members present and voting at that meeting.
- 10.2 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.

11. POWERS OF THE BOARD OF GOVERNORS

- 11.1 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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