

THE HUTCHINS SCHOOL PARENTS' ASSOCIATION

Special General Meeting: Tuesday 14th May 2024, 6.30pm
Location: Board Room

To the Secretary of the Hutchins Parents Association

We hereby request a Special General Meeting of the Hutchins Parents Association be called at 6.30pm on Tuesday the 14th of May 2024.

The purpose of this Meeting is to consider the following proposal:

That the Executive, as stated in the attached word document () 2rtion

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CONSTITUTION

Name

The name of the Association shall be The Hittite-School Parents' Association
(*the Association*).

Membership

any person ("the School") who is a resident of the Hittite-School Parents' Association shall be admitted to membership by the Executive. Other interested persons may be admitted to membership by the Executive.

- Objects**
1. to promote the interests of the boys and the School;
 2. to further the interests of the boys and the School; and
 3. to maintain the School and the Hittite-School Parents' Association.

Executive

The management of the Association shall rest in the Executive, the members of which shall be elected by the members of the Association. The Executive shall consist of the following officers: President, Vice-President, Secretary, Treasurer, and such other officers as may be determined by the Executive. The Executive may in any year be elected to represent each division of the School. The Executive shall have the right to elect a committee of five members for any purpose. The Headmaster shall be a member of the Executive *ex officio*. The Headmaster shall be a member of the Executive *ex officio*.

Quorum

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

Use of Funds

Management

The Association's financial year shall end on each year on December 31st. The Association's funds shall be managed 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 maintained in accordance with the Association's financial year. The Treasurer shall maintain a Cash Book and a Receipt Book, each to be maintained in accordance with the Association's financial year. The Treasurer shall maintain a Cash Book and a Receipt Book, each to be maintained in accordance with the Association's financial year.

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 Dutchess family shall pay to the School on behalf of the Association a levy for the year ending on the 31st day of December of the preceding year by the Executive in accordance with the provisions of the Constitution of the Association.

Amendment

This Constitution may be amended by a resolution of the AGM.

