

# TOPS CONSTITUTION

**HAYFIELD CROSS CHURCH OF ENGLAND**  
**TEAM ORANGE PARENTS CONSTITUTION**

**Updated March 2017**



## **AIM:**

To successfully engage parents/carers to provide a forum where ideas and resources can be shared. These can then be used to raise funds and hold events, which will directly benefit the children attending Hayfield Cross Church of England School.

## **MEMBERSHIP:**

The membership will consist of all parents/carers of children that attend Hayfield Cross.

## **GENERAL MEETINGS**

The Annual General Meeting (AGM) will be held on the first suitable date in February. The notice calling the meeting shall be posted at least 14 days in advance. Business shall include:

- a) The work of the committee via a report from the Chairperson.
- b) Treasurer's report and accounts.
- c) Approval of the Accounts.
- d) Election of members to serve the committee in the coming year.

At all General meetings voting shall be on the basis of one vote per member present.

## **COMMITTEE:**

The business of Team Orange Parents (TOP's) shall be managed by a committee consisting of parents/carers of children that attend Hayfield Cross.

Members of the committee shall be appointed at the AGM. They shall be elected for one year term and be eligible for re-election.

Meeting of all the committee shall be held as required, all open meetings ending with the AGM on a suitable date in February.

At all meetings each member of the committee will have one vote and resolution shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative vote and casting vote. The Chairperson's casting vote shall only be used in the event of a tie.

The committee shall be responsible for ensuring that all property/money received by/for Team Orange Parents shall be applied for the aims of the association. It is important to keep accurate minutes to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school. A report should be made to the parents at the AGM of what has been bought.

The secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any committee member of Team Orange Parents.

### **FINANCE:**

Funds of Team Orange Parents shall be lodged in a bank or building society in the name of the association. Cheques shall be drawn or withdrawals made against the signatures of three named committee members.

The treasurer shall be responsible for keeping accurate records of the financial transactions of the association.

The book shall be brought to balance on the week before the AGM at which they are to be presented.

### **CHANGES TO THE CONSTITUTION:**

Changes or additions must be made at an AGM or any other meeting if needed. The proposed change shall be specified in the notice calling the meeting and approved by no less than two thirds of those present.

### **DISSOLUTION:**

In the event that Team Orange ceases to exist any remaining funds should be distributed for the benefit of the children at Hayfield Cross Church of England School.