

ROCHESTER MATHEMATICAL SCHOOL ASSOCIATION (RMSA)

CONSTITUTION AND RULES

1. The Association shall be called the "Rochester Mathematical School Association" (RMSA).
2. The objects of the RSMA are to advance the education of the pupils of Sir Joseph Williamson's Mathematical School (hereinafter known as the School), by providing and assisting in the provision of facilities for the education of pupils, which are not normally provided by the Education Authorities. In furtherance of this objective, but not further or otherwise, the RMSA shall have the following powers:
 - a. To facilitate mutual communication of information and ideas and to stimulate cooperation between the School and parents of pupils and others interested in its work and the education of pupils in the broadest sense.
 - b. To assist and support the School in all its activities.
 - c. To do all such lawful activities that will further the objectives of the RMSA.
3. Membership shall be open to parents, legal guardians of pupils, members of the School teaching staff, administrative and support staff and other such persons who, in the opinion of the Committee of the Association, are willing and able to support the objects of the Association. Two categories of membership shall exist:
 - a. Parents and legal guardians of pupils attending the school and other such persons who, in the opinion of the Committee of the Association, are willing and able to support the objects of the Association shall be deemed to be full members.
 - b. Associate membership is open to members of the teaching staff and administrative and support staff that are chosen by the School to represent the School on the Committee.
4. There shall be no subscription for any member.
5.
 - a. Those persons set out at 3.a. above shall be eligible for election as Officers,
 - b. Those persons set out at 3.a. above and 7 below shall be eligible to vote at Committee Meetings, Annual General Meetings (AGM) or Extraordinary General Meetings (EGM).
6. The Officers of the Association shall be a Chair, Vice Chair, Secretary and Treasurer
7. The Committee shall consist of:
 - a. Up to 30 persons falling under 3.a. above. Candidates must be proposed and seconded, must have given their consent and be nominated either in writing or by word of mouth at the AGM.
 - b. A representative of the Old Williamsonian Club.
 - c. One representative of the school staff.
 - d. The Head Teacher or, in the absence of the Head Teacher, a Deputy Head Teacher.
 - e. The School Captain
 - f. Two further representatives of the Sixth Form

8. The management of the Committee shall be vested in the Committee.
9. The Committee shall have the power to co-opt members to fill vacancies not filled at the AGM, or by resignation or death, or to undertake specific tasks during the year. Co-opted members may hold office until the next AGM.
10. The Committee may at any time appoint special sub-committees. Each sub-committee shall include one Officer. One member of the sub-committee shall be nominated as Chair of the sub-committee. Recommendations of the sub-committee shall be reported to the Association Committee by the sub-committee Chairman and shall be subject to endorsement by the Association Committee.
11. The Association Committee shall define the powers and objectives of the sub-committee. The quorum on a sub-committee shall be a minimum of 50% of the members of the sub-committee, or as stated by the Association Committee.
12. The Annual General Meeting (AGM) shall be held at the School in September. Notice of the AGM shall be first announced in the minutes of a previous Association Committee meeting. Subsequent to that the agenda and previous AGM minutes shall be disseminated to members at least 10 days in advance of the AGM, either electronically or in writing.
13. Extraordinary General Meetings (EGM) of the Association may be convened by the Chair or shall be convened by consent of 30 full members of the Committee. The agenda shall be notified to Committee members at least 10 days in advance of the EGM, either electronically or in writing.
14. The Chairman shall decide the procedure to be followed at all meetings. Except in the case of alterations to the Constitution and Rules, resolutions shall be carried by a simple majority of those present eligible to vote. In the event of an even vote, the Chairman shall have a second casting vote. Voting by proxy shall not be allowed.
15. Meetings of the Committee shall be convened at such time and place as may be convenient to conduct the business of the Committee, and for the purpose of compiling the agenda of the AGM, which shall contain the Committee's reports and the independently reviewed accounts for the year, together with any other matters decided upon by the Committee.
16. The funds of the Association shall, unless and until invested by the Committee on behalf of the Association, be lodged in the name of the Association. Cheques and other instruments shall be signed and/or authorised in accordance with the RMSA's Management of Finances Policy.
17. The financial year of the Association shall end on 31 August. The Accounts of the Association for that year shall be submitted to the AGM and shall then be independently reviewed and/or audited prior to the Association making the statutory Charity Commission return. The Treasurer shall, with the consent of the Committee, nominate an independent auditor in order to ensure that accounts are properly reviewed.

18. The accounts of all sub-committees shall be channelled through the Treasurer.
19. Alterations and additions to this Constitution and Rules may only be made at the AGM by resolution carried by no less than two thirds of those present and who are eligible to vote at that meeting. Any proposal for alteration or addition to these Rules initiated otherwise than by the Committee shall be submitted to the Secretary in writing not less than 28 days prior to the meeting at which it is to be considered. Notice of any proposed alteration or addition shall be included in the AGM at which it is to be considered, provided that no alteration shall be made to Clause 2 or this clause without the prior approval in writing of the Charity Commissioners, and provided further that no amendment will be made as to cause the Association to cease to be a charity in law.
20. The trustees of the Association shall be the Officers, the Head Teacher and the Deputy Head Teacher. All trustees must hold a valid DBS check in accordance with the Disclosure and Barring Service.
21. Any notice required to be given to any member shall be deemed to be duly given:
 - a. In the case of a parent or legal guardian of a pupil if handed to that pupil and addressed to the member.
 - b. If sent to the parent, legal guardian or other such person set out at 3.a. above or teaching staff, administrative and support staff, by post, via the School website, or by electronic means.

Signed 

Jane Marsh, RMSA Chair
02 November 2019

Signed 

Joanne Harding, RMSA Treasurer
02 November 2019