



Campion School

Tomorrow begins today

CAMPION PARENTS RECREATION CLUB (PRC)

CONSTITUTION and CODE OF CONDUCT

Table of Contents

Page

1	Introduction.....	3
2	Objectives.....	3
3	Governance.....	3
4	Meetings.....	4
5	Conduct of members.....	5
6	Relationship to the School.....	5
7	Financial Reporting.....	5

1 **Introduction**

- ✓ The Club shall be known as “Campion Parents Recreation Club” (“PRC”).
- ✓ Campion School will be referred to as “the School” throughout this document.
- ✓ Membership of the PRC will be open to all parents or guardians of the pupils of the School.
- ✓ Members will pay an annual subscription fee of a nominal amount of 5 Euros. The fee may be subject to change from time to time, where deemed necessary. The collection and administration of the subscription will be determined by the PRC Committee (see below).

2 **Objectives**

Key objectives

- ✓ To support and assist the School in the development of its activities.
- ✓ To encourage the involvement of parents or guardians of pupils of the School, their families, and, where appropriate, their friends in school life.
- ✓ To assist in developing diverse extra curricular activities in the School, particularly relating to the sporting, cultural, arts and educational fields.
- ✓ To organise events which will enhance and optimise the school experience, or provide social interaction amongst the body of parents or guardians.
- ✓ To donate (in monetary or other form) to a charity(ies), as decided upon by the members of the PRC, from time to time. Monetary donations will be sourced from fund raising events organised and carried out by the PRC.

Other objectives

- ✓ To maintain and ensure an ethical approach to all activities engaged by the PRC.
- ✓ To ensure that the School's reputation is not defamed in any way as a result of the activities engaged in or organised by the PRC.

3 **Governance**

- ✓ A Committee will be formed consisting of a Chair, a Secretary and a Treasurer
- ✓ It will be subject to re-election at each Annual General Meeting (refer below).
- ✓ Existing Committee Members will be eligible for re-election.
- ✓ Only those Members who have paid their current annual subscription fee will be eligible for voting, election or re-election.

Meetings

Annual General Meetings

- ✓ An Annual General Meeting of the PRC will take place each June, on a date and at a place to be decided by the Committee.
- ✓ Notice of the meeting, and the Agenda and the Cash Flow Statement will be circulated to all parents and guardians 14 days prior to the date of the meeting.

Other meetings

- ✓ The PRC will meet on a regular basis, preferably monthly or otherwise, as the need arises.
- ✓ Upon written request submitted by at least 5 members of the PRC, the Chair shall call an Extraordinary General Meeting within 15 days upon the submission of the relevant request
- ✓ Meetings can be held on the School premises unless otherwise notified.
- ✓ Meetings should be held to achieve the objectives of the PRC's.

Voting

- ✓ Voting at all meetings will be by simple majority of those present and entitled to vote.

Invitees

- ✓ Other persons may attend meetings of the PRC by invitation, with the aim of enhancing meetings or presenting information to the PRC as deemed beneficial to its objectives, role and responsibilities.

Agenda and minutes

- ✓ The Chair in concert with the Committee members will prepare the agenda for the forthcoming PRC meeting which shall be circulated to the PRC members 7 days before the date of the meeting.
- ✓ Minutes must be prepared by the Secretary, and circulated to the Members within 14 days of a meeting for approval by the PRC.

5

Conduct of the Members

- ✓ Whilst on the School premises or attending events organised by the PRC members and their guests are expected to conduct themselves in an appropriate manner, to respect others present, and to abide by the standards set by the School, which are laid out in various documents available on the School's website.

6

Relationship to the School

- ✓ The PRC is an adjunct to the School but is not part of Champion School Inc.
- ✓ All of its objectives are aimed at assisting the School in a positive manner.
- ✓ It has no part in the management or organisation of the School in any way.
- ✓ Members must not use the PRC to air any grievance relating directly or indirectly to the School.
- ✓ In event of a member of the PRC having any dissatisfaction with the School, use should be made of the comprehensive complaints procedures which the School has implemented. (Details of this are shown on its website).
- ✓ The School will assist the PRC in any way possible. Communication with the school will be channeled through the PRC Committee Members and the following contact points: Mr Mike Henderson as Head of the Senior School and/or Ms Judith Whithead as Headmistress of the Junior School.

7

Financial Reporting

- ✓ A Cashflow Statement will be prepared by the Committee.
- ✓ The objective of the Cashflow Statement is to monitor cash raised from fund raising activities engaged by the PRC from time to time and any related cash expended relating to these or other activities.
- ✓ The Cashflow Statement will be presented at the PRC's Annual General Meeting, and be approved by relevant resolution.
- ✓ No monies are held by the PRC at any point in time. All funds raised by the PRC through its fund raising Activities, are held by the school on behalf of the PRC.