

The Queen's School PSA Rules

17 March 2016

These Rules have been made by the PSA Committee pursuant to clause 8.2 of The Queen's School PSA Constitution.

1. Committee positions

The committee positions consist of Chair, Vice Chair, Treasurer, Secretary and Class Rep Co-ordinator.

A role description must be produced for each committee position.

All committee members should be invited to the committee meetings.

The committee should call at least one General meeting, once a term.

2. Proceedings at General Meetings

- Business will be conducted as per the agenda.
- Methods of voting for officer elections will be at the discretion of the committee.
- Members may vote in person or if they are unable to attend a meeting, may nominate a proxy to vote on their behalf at any General meeting.
- Nominations for proxy votes must be received by the Secretary, in writing, prior to the start of the meeting.
- Members attending the meeting may hold a maximum of one proxy nomination per meeting.
- Prior to the election of new officers, members should be reminded of the need to vote in members, who are able to fulfil their duties and obligations.
- The order of voting shall be as follows:
 - All officers who are required to do so shall resign.
 - Elections should proceed in the following order Chair, Vice Chair, Treasurer, Secretary and Class Rep co-ordinator.
- Anyone standing for election to the committee must be provided with a copy of the constitution, a role description and be made aware of the rules.
- The outgoing Secretary will minute the outcome of the elections.

- If there is no suitable candidate, a position may remain vacant as long as two other committee members have been appointed.

3. Financials

- The Committee Members/Trustees have the authority to spend up to £250 on non-budgeted expenditure for a single project (subject to an aggregate annual cap on expenditure under this provision of £750), provided there is written agreement from a minimum of three Committee members/Trustees, one of whom must be the Treasurer.
- A minimum of three signatories is required on the bank account. Only two signatories are required to sign a cheque. Committee Members/Trustees may not be a cheque signatory for their own personal expenses.
- In addition to permitting expenses to be paid by cheque, the Committee has implemented an electronic payments system to make payments to third parties who supply services to the PSA. Any expense reimbursement to parents, teachers or PSA members itself will still be via cheque. All electronic payments will still require dual authorisation as with cheques, but this will allow the PSA to better manage its cash flow and control more significant payments.

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