



Polska Szkoła Sobotnia im.Bolesława Polaka w Oldham
Polish Saturday School Oldham
Rok Założenia / Established: 1954

St Joseph's RC Primary School Oldham Road, Shaw, Oldham OL2 8SZ

Constitution of the Saturday Supplementary School based at the Polish Catholic Centre – Oldham

1 Name

The name of the group shall be:- The Polish Saturday School in Oldham, Polska Szkoła Sobotnia im. Ks Bolesława Polaka w Oldham

2 Aims

The aims of the group shall be:

- We provide a safe environment for the children in our care.
- We promote community cohesion amongst our children and helpers.
- We help motivate our children to listen and learn.
- We provide a space for children from deprived areas of Oldham to express themselves.
- We help improve opportunities for children and young people.
- We will help children be more successful in school.

- We will provide excellence and enjoyment while they are in our care.

3 Powers

In furtherance of the aims, but not otherwise, the committee shall have the following powers:

- a) power to raise funds and to invite and receive contributions, provided that in raising funds the committee shall not undertake any substantial trading activities and shall conform to any relevant requirements of the law.
- b) power to do all such other lawful things as are necessary for the achievement of the aims.

4 Management.

- a) A Management Committee of not less than 3 and not more than 10 members elected at the group's Annual General Meeting shall administer the group.
- b) The management committee shall meet at least 3 times a year.
- c) The chairperson shall chair all meetings of the group. If the chair is absent from any meeting, the vice-chairperson shall chair the meeting. In the absence of both the chairperson and the vice-chairperson the members of the committee present will choose one of their number to chair the meeting before any other business is transacted.
- d) The Officers of the Management Committee shall be the Chairperson, the Vice-chairperson, the Treasurer and the Secretary.
- e) The quorum for Management Committee meetings shall be 3.

- f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson shall have a second vote.

5 The Duties of the Officers

- a) The duties of the Chairperson shall be:

- 1) to preside at meetings of the Committee and the organisation
- 2) as may be required by the Committee to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organisation to public bodies.

- b) The duties of the Vice-chairperson shall be:

- 1) to deputise in the absence of the Chairperson

- c) The duties of the Secretary shall be:

- 2) to prepare in consultation with the Chairperson the agenda for the meetings of the Committee
- 3) to take minutes of all meetings

- d) The duties of the Treasurer shall be:

- 1) to supervise the financial affairs of the organisation
- 2) to ensure that proper accounts are kept with regards to all monies received and paid out by the organisation

6 Finance

- a) Any money obtained by the group shall only be used to further the group's aims.
- b) Any bank accounts opened for the group shall be in the name of the group.
- c) Any cheques issued shall be signed by two of the three-committee members nominated as signatories.
- d) **The group may** remunerate any member of the General Committee for services rendered to the Association provided that:
 - such member shall not be present at or take part in any discussion or decision relating to such remuneration;
 - ii. any decision to remunerate such member shall be taken unanimously by the other members present and voting at the meeting at which the decision is made;
 - iii. the other members are satisfied that the level of remuneration is reasonable and proper having regard to the services rendered by such member of the Association;
 - iv. the other members are satisfied that the services rendered to the Association are of special value to the Association having regard to such member's ability, qualifications, or experience and/or to the level of remuneration for which he/she has agreed to provide them;
 - v. the number of such members for the time being in receipt of remuneration shall not exceed a minority of the members of the General Committee.

7 Annual General Meeting

- a) The group shall hold an Annual General Meeting (AGM) in the month of April.
- b) All members shall be given at least 7 days notice of the AGM and shall be entitled to attend and vote.
- c) The business of the AGM shall include:
 - receiving a report from the Chairperson on the group's activities over the year

receiving a report from the Treasurer on the finances of the group
electing a new Management Committee, and
considering any other matter as may be decided.

- d) The quorum for the Annual General Meeting and any General Meeting shall be 3

8 Special General Meeting

The Management Committee or members to discuss an urgent matter may call a Special General Meeting. The Secretary shall give all members fourteen days notice of any Special General Meeting together with notice of the business to be discussed.

9 Alterations to the Constitution.

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

10 Dissolution.

The group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets, remaining after all debts have been paid shall be given to another group with similar aims.

11 Named Staff/Volunteers

Teresa Kurkiewicz – leader
Teresa Kobyra - Leader
Iga Plant – Leader
Sylvia Korasiak

Edyta Stefanska
Katarzyna Gawlik
Zofia Kamas
Agnieszka Jerzakowska
Agata Majchrowska
Justyna Matus
Magda Nasadowska
Joanna Rutkowska
Elwira Redestowicz
Anna Krol

12 Committee Members

Teresa Kurkiewicz
Teresa Kobyra
Edyta Stefanska
Anna Platek

This constitution was adopted on the September 2024

Signed *Teresa Kurkiewicz* *Teresa Kobyra*

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