



STATUT SZKOLNY
CONSTITUTION

Polska Szkoła Przedmiotów Ojczystych
Polonia Warrington

For the purposes of this document, the group shall be referred to as the 'School'.

1. OBJECT

- a) To support Polish nationals and later generations to live well in Warrington.

2. POWERS

To achieve its aim the Group may:

- a) Deliver direct services to the Polish community, later following generations and other interested parties.
- b) Have categories of membership for participants.
- c) Charge a subscription fee for participation to support the sustainability of the service.
- d) Raise money through fundraising and applying for relevant grants.
- e) Open and keep bank accounts in the group's name.
- f) Hire or own premises to further the aims of the School.
- g) Pay practitioners and leaders to further the aims of the School.
- h) Partnership with similar groups / organisations and exchange information, advice, resources and expertise with them
- i) Form sub-groups of interest and advancement of specific elements of curriculum/education and pastoral/wellbeing schemes.
- j) Do anything which is lawful which will help to fulfil the group's main object.

3. MANAGEMENT COMMITTEE

- a) The School shall be administered by a voluntary Committee of not less than three and not more than five individuals elected at a meeting of the committee named as the Annual General Meeting (AGM). If a vacancy arises, the Committee may appoint a suitable and willing member of the group to the Committee provided that the maximum prescribed is not exceeded.
- b) Traditional officers for the Committee are Chair, Secretary and Treasurer. These positions may be fluid depending on volunteer availability. Other officer positions can be created as the Committee sees fit.
- c) All Committee members manage the overseeing of the group's activities and ensuring that it continues to meet its aim. This includes representing the School, keeping correct

minutes and records of the group's decisions and activities and proper accounts that show all monies received and paid out.

- d) The Committee shall meet in person at least four times a year. The Committee also has the power to make decisions by any electronic means the Committee considers suitable if these decisions are documented.
- e) To be quorate, at least three Committee members must be present for a just meeting to take place.
- f) The Committee shall vote on all matters. Votes may be accepted from Committee members by the agreed electronic means. In case of a tied vote, then the Chair of the meeting shall have the final decision.
- g) The Committee shall record all actions and decisions in a manner of their choosing to ensure that a just record is kept protecting the liability of the members.
- h) The members shall pledge to do the best they can with the assets they have and always work to running morally and lawfully compliant.
- i) The Committee may call on individuals or representatives from other organisation on an advisory capacity to inform a decision or for the development of the group as needed.
- j) It is part of the Committee's responsibility to self-govern and have the power to remove any member of the Committee for good and proper reason. Committee members have the right to be heard by the other Committee members accompanied by a representative before a final termination decision is made.
- k) There is no time limit to how long a person can serve on the Committee.

4. MEMBERSHIP

The School acknowledge the 9 protected characteristics of the Equalities Act 2010 and does not aim to knowingly discriminate any member due to their perceived difference. The Committee can create other categories of membership as it sees proper.

- a) The only members of the organisation shall be those members of the Committee.
- b) Only members of the Committee have a vote on governance matters of the group.
- c) Members are co-opted by existing members and are either elected at the identified AGM or adopted outside this time through an Extraordinary General Meeting (EGM) with a unanimous vote by all existing members.
- d) All members must agree to uphold the aim of the school.
- e) All members have one vote on each governance matter at a time.
- f) Votes can be cast in person or through electronic means. Proxy votes are not accepted.

- g) When a new member joins, they will be given a copy of this document, the latest accounts and annual report.
- h) A member ceases to hold office if they:
 - I. Resign via written communication to the other members and are accepted by the rest of the members.
 - II. Is removed by a unanimous vote by the rest of the members due to misconduct, lack of performance or criminal/immoral behaviour.
 - III. Die or become too ill/lack capacity to effectively deliver their role.
 - IV. Remove themselves or perform no actions or support to the School with no agreement from the rest of the members.

In all these instances, membership cannot be transferred to another person.

- i) Members will be informed of their removal from office through written notice on behalf of the committee.
- j) All members removed from office have the right to be heard and supported by a third party. All committee decisions are final.

5. FINANCE

- a) The bank accounts shall be in the name of **Polska Szkoła Przedmiotów Ojczystych Polonia Warrington**
- b) The names of the signatories will always be updated with the bank account.
- c) All monies received by or on behalf of the **Polska Szkoła Przedmiotów Ojczystych Polonia Warrington** shall further the aims of the organisation and for the benefit of the Polish community in Warrington.
- d) All payments shall be verified by the appropriate Committee members.
- e) The **Polska Szkoła Przedmiotów Ojczystych Polonia Warrington** shall consider good practise and may have the accounts externally verified annually. This shall be reviewed annually or as financial circumstances change.
- f) When available the group will aim to pay reasonable out of pocket expenses and will refer to good practise and the Expenses Policy as guidance

6. ANNUAL GENERAL MEETING

- a) The members of the School shall name one of their meetings as an Annual General Meeting (AGM).
- b) All members shall be given a 14-day notice period of the AGM.
- c) The business of the AGM shall include:
 - I. apologies and a record of attendance
 - II. receiving a report on the School's activities over the year

- III. receiving a review of the School's finances
- IV. electing committee members (if needed)
- V. considering any other business (if needed)

d) All the voting members of the Committee must be present at the AGM.

7. ADDITIONAL MEETINGS

The Committee may call other meetings as they see fit. These meetings will be called with a 14-day notice period where possible unless meeting to discuss an emergency issue when a 7-day notice period will be used.

8. RECORDS

- a) The Committee will decide what records are proper to keep.
- b) The Committee shall keep records in a proportionate manner.
- c) All records shall be stored securely and encrypted following Data Protection guidance.

9. PEOPLE, PARTNERS, AND CONTRACTORS

- a) The Committee will manage the safe recruitment of practitioners supporting users.
- b) Partner organisations will be selected based on a shared ethos, safe working practise and moral and legal standing.
- c) Contractors will be selected on quality of performance, effective use of School funds and any conflicts of interest with the members or users have been evaluated.

10. ALTERATIONS TO THE CONSTITUTION

Changes to this Constitution must be agreed by 100% of the membership and passed at the AGM or a called General Meeting.

11. DISSOLUTION

Polska Szkoła Przedmiotów Ojczystych Polonia Warrington may be wound up at any time if other avenues have been explored and the motion agreed by 100% and passed at the AGM or a called General Meeting. If winding up after all debts have been paid shall be given to another group with a similar aim to be decided by the Committee.

12. ADOPTION OF THE CONSTITUTION

This constitution was adopted (by signing and dating below) by those individuals acting as the Committee on behalf of the **Polska Szkoła Przedmiotów Ojczystych Polonia Warrington**

Date of Adoption: 20 August 2025