

Hugh Joicey C of E First School P.T.A

Constitution

1. **Name** Hugh Joicey C of E First School P.T.A

2. Objectives

- a) To advance the education of the Pupils in the School.
- b) Develop more extended relationships between the Staff, Parents and others associated with the School.
- c) Engage in activities which support the School and advance the education of the Pupils attending it.
- d) Provide and assist in the provision of facilities for the education at the School not normally provided by the Local Education Authority (LEA)

4. Membership

- a) The members shall be made up of the parents/parent/guardians of the Pupils attending the School and all Teachers.
- b) The committee should keep a list of all current members.

5. Officers and Committee

- a) The officers of the PTA shall be:
 - Chairman, who shall chair both general and committee meetings
 - Vice Chairman, who shall represent the chairperson in his/her absence
 - Secretary, who shall be responsible for taking minutes, distribution of papers, meeting arrangements and the correspondence,
 - Treasurer, who shall be responsible for maintaining the accounts.
- b) The committee consists of a minimum of 7 and a maximum of 11 members of the PTA, including officers.
- c) The committee will meet as required, but normally on a 6 weekly basis.
- d) Decisions on proposals will be determined by a simple majority vote as cast by the members present. The Chairman shall have a casting vote in the event of a tie.
- e) The quorum shall not be less than 5 members at a committee meeting.
- f) All officers will be elected at the AGM from amongst the members of the PTA. Up to 7 further committee members from amongst the members of the PTA may be invited on to the committee by the elected officers as soon as possible following the AGM.
- g) Officers should not be in office for more than two years.
- h) Written nominations for officers shall be required at least 7 days before the AGM. Provided that no such nominations for a particular vacancy are so received, nominations made at the AGM for that vacancy should be valid. Any member of the PTA shall be entitled to submit nominations. Consent of all members being nominated shall be required.
- i) In the event that a committee member resigns his/her position by informing the Chairman in writing, another member may be co-opted in and will have the same voting powers and will hold the office for the same period as the committee member replaced.
- j) The committee may form sub-committees as necessary to carry out specific tasks and to which they may co-opt members as appropriate, but the sub-committees must always report back to the full committee as soon as possible and will be disbanded when their tasks are completed.
- k) The committee must keep minutes of its meetings and proceedings and keep safe all records relating to the organisation. Once minutes have been approved they will be made available to members.

6. Meetings of the PTA

- a) An Annual General Meeting shall be held in November in order to:
 - i. Receive Annual reports of the Officers covering the activities and finances of the Association
 - ii. Elect all the officers
 - iii. Transact any other special business
- b) The Chairman may call a meeting at any time and shall call a meeting at the request in writing from more than six members.
- c) Not less than fourteen days notice shall be given of all general meetings.
- d) The quorum at a general meeting shall not be less than 18 members
- e) Any proposal must have a proposer and seconder before it is discussed and voted on.
- f) Decisions on proposals placed before a general meeting will be determined by a simple majority vote as cast by the members present. The Chairman shall have a casting vote in the event of a tie.

7. Finances

- a) All funds belonging to or raised for the PTA must be paid directly into an account operated by and in the name of the organisation at a bank or building society.
- b) All cheques drawn on the account must be signed by at least two members of the committee.
- c) No members of the committee may receive any payment or other benefit from the PTA funds except for reasonable out of pocket expenses properly incurred for the purpose of the PTA.
- d) All funds belonging to the PTA may be used only in furthering the objectives.
- e) The PTA accounts to be independently examined each year.

8. Amendments to the Constitution and Dissolution

- a) Proposed amendments to the Constitution shall be submitted to the Secretary, in writing, before the end of September.
- b) Amendments to the Constitution shall be considered at the Annual General Meeting, where at least 14 days' notice has been given, such notice specifying the proposals which are to be discussed.
- c) Amendments to the Constitution shall become effective immediately.
- d) In the event of a new Head Teacher the PTA should seek his/her approval before continuing.
- e) No Head Teacher should be placed in the position of having to retain a PTA against his/her will. In this case the committee shall have the power to wind up the affairs of the PTA. Any assets remaining after all liabilities have been met shall be used to advance the education or the Pupils of the School.
- f) Any proposal to dissolve the PTA shall be considered at a Special General Meeting, where at least 14 days' notice has been given, such notice specifying the proposal to be discussed. If two thirds of the members present vote in favour of dissolving the Association, the committee shall have the power to wind up the affairs of the PTA. Any assets remaining after all liabilities have been met shall be used to advance the education of the Pupils of the School.

This amended constitution was adopted at the Annual General Meeting held on:

Signature of the Chairperson of the Meeting:

Signature of the Secretary of the Meeting:

Name:

Name: