

## **BOWSLAND GREEN PTA CONSTITUTION**

1. The name of the Association shall be Bowsland Green PTA
2. The object of the Association is to advance the education of the pupils in the school, in furtherance of this object the Association may:-
  - (a) develop more extended relationships between the staff, parents and others associated with the school,
  - (b) engage in activities which support the school and advance the education of the pupils attending it,
  - (c) provide and assist in the provision of facilities for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.
3. The Association shall be non-political and non-sectarian.
4. The Association shall join the membership of the National Confederation of Parent-Teacher Associations.
5. Membership shall consist of all parents and/or carers of pupils attending the school, all school staff, governors and friends and associates of the school. The committee may for good reason (whether or not at the request of the governing body or the head teacher) exclude any person from membership whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the Association into disrepute (but only after notifying the member concerned in writing and considering the matter in the light of any written representations which the member puts forward within 14 clear days after receiving the notice). The management of the Association shall be vested in a Committee consisting of the following Officers:-

**The Head teacher, who shall be the President:**

**Chair**

**Vice-Chair**

**Secretary**

**Treasurer**

Together with a number of other members as determined by the Annual General Meeting.

6. The Officers of the Committee shall be elected by members attending the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
7. 40% of members of the Committee shall constitute a quorum.
9. The Committee shall have the power to co-opt a maximum of two members who would have full voting rights.

10. The Committee may appoint sub-committees as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee in advance.
11. Committee meetings shall be held at least once every half term
12. The Annual General Meeting will be held in early spring. At the Annual General Meeting the chair shall be taken by the Chair, or in his/her absence the Vice-Chair, of the Committee.
13. Nominations shall be proposed and seconded by members and must have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting.
14. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
15. One Auditor who is not a member of the Committee shall be elected annually at the Annual General Meeting to audit the accounts and books of the Association.
16. Special General Meetings may be called at the written request of ten members.
17. 14 days notice shall be given of the AGM and any Special General Meeting to all members. This requirement will be satisfied by written notice displayed on the parents' notice boards at the school.
18. The Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all Committee meetings and shall present the accounts duly audited for approval by the members at the Annual General Meeting.
19. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the Officers of the Association.
20. The financial year shall be for twelve months, commencing 1<sup>st</sup> September.
21. Any matter not provided for in the Constitution and concerning the activities of the Association shall be dealt with by the Committee whose decision shall be final.
22. No alteration to this Constitution may be made except at the Annual General Meeting or Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clauses 2, 22 and 23 and no alterations shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two-thirds of the members present and voting at the Annual General Meeting or Special General Meeting.

23. The Committee may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but shall be given to the school for the benefit of the children of the school or in the event of a school closing to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.
24. All business of the Committee or General Meeting other than as provided by clauses 22 and 23 shall be by simple majority.
25. The Head teacher or the Deputy Head shall have the final decision on all educational matters