



THE CONSTITUTION RAUGHTON HEAD SCHOOL AND NURSERY PTA

The name of the Association shall be Raughton Head school and nursery PTA

1. Aim and Objects of the Association

The aim of the Association is to provide a close link between the community and the school through both educational and social meetings between parents, teachers and others associated with the school for the benefit of the children.

The objects of the Association are to advance the education of the pupils by

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Developing effective relationships between the staff, parents/carers and others associated with the school

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Engage in activities or providing facilities or equipment that support the school

The Association shall be non-political and non-sectarian.

2. Powers

The Association has the following powers, which may be exercised only in promoting the objects:

- To provide advice
- To publish or distribute information
- To co-operate with other bodies
- To raise funds (but not by means of taxable trading)

- To acquire or hire property of any kind
- To make grants or loans of money and to give guarantees
- To set aside funds or reserves for special purposes
- To operate a bank account as the committee deems necessary
- To take out public liability and personal accident insurance to cover meetings, activities, Officers and Committee members, to insure the Association's property against any foreseeable risk and to take out other insurance policies to protect the Association where required
- To do anything else within the law which promotes the Objects

3. Membership

The membership of the Association shall be open to all those who wish to be positively associated with the aims and objectives of the Association and specifically to all those who have work in or have children attending the school or nursery. There will be no charge for membership. Members of the Association are:

- Parents, guardians or carers of a pupil currently attending the school or nursery
- Members of the teaching and non-teaching staff currently employed by the school
- Any person wishing to offer appropriate support or help to the school and who is accepted by the Committee as a member

But 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 to be a danger to the school or its pupils or staff, or might bring the Association into disrepute.

4. General Meetings

The Annual General Meeting shall be held during September/October each year.

All members are entitled to attend any AGM or EGM of the Association.

5 members shall constitute a quorum at the AGM.

At the AGM the Officers and Representatives for the Committee shall be elected.

Positions not filled at the AGM can be filled by the committee at its first meeting after the AGM.

Every issue may be determined by a simple majority of the votes cast. Each member has one vote - no member shall have more influence than another.

The Chair or (if the Chair is unable) some other member elected by those present presides at the general meeting.

Except for the chair of the meeting, who has a second or casting vote, every Committee member has one vote on each issue.

At an AGM the members:

- Receive the accounts of the previous financial year
- Receive the report of the Committee on the Associations activities since the last AGM
- Elect the Committee
- Appoint an independent auditor for the Association
- Discuss and determine any issues of policy or deal with any other business put before them

An EGM may be called at anytime by the Committee and must be called within 21 days after a written request to the Committee from any 2 members

5. The Committee

The management and control of the Association shall be vested in a voluntary Committee consisting of the following officers and members who should, if sufficient volunteers are

forthcoming, be a mix of staff, governors and parents/carers in the school.

Officers - Chairperson, Treasurer, Secretary

Ordinary Committee Members - all other parents/carers and teachers attending

The Committee shall be elected at the AGM and shall hold office until the next AGM.

Nominations for election to the Committee may be made by one member and seconded by another. Such nominations must have the consent of the nominee.

The Committee as charity trustees have control of the Association and its property and funds.

A Committee member automatically ceases to be a member of the Committee if he or she:

- Is disqualified under the Charities Act 1993 from acting as a charity trustee
- Is incapable, whether mentally or physically, of managing his or her own affairs
- Ceases to be a member of the Association
- Resigns by written notice to the Committee
- Is removed by resolution passed by all other members of the Committee after inviting the views of the Committee member concerned and considering the matter in light of any such views

A technical defect in the appointment of a Committee member of which the Committee are unaware at the time does not invalidate decisions taken at the meeting.

6. Committee Meetings

Full Committee meetings shall be held at least once a term, at a place specified by the Committee.

The Chair or (if the Chair is unable or unwilling to do so) some other member of the Committee chosen by the members present presides at each Committee meeting.

Five members of the said Committee shall constitute a quorum for the Committee.

Every issue may be determined by a simple majority of the votes cast.

Except for the chair of the meeting, who has a second or casting vote, every Committee member has one vote on each issue.

7. Powers of Committee

The Committee have the following powers in the administration of the Association:

- To make rules consistent with this Constitution about the Committee members, to govern proceedings at general meetings and generally about the running of the Association (including the operation of bank accounts and the Committee funds)

No alterations of the rules may be made except at the AGM, or at a special meeting (EGM) called for this purpose.

No alteration or amendment shall be made to the objects clause of the constitution or the dissolution clause that would cause the Association to cease to be charity at law.

Any matter not provided for in the Constitution shall be dealt with by the Committee.

But the Committee shall not undertake any activity in the school premises without the consent of the Head Teacher.

On issues related to the children's education, the school curriculum, discipline, and on any other professional matters, the Head Teacher has the ultimate decision.

8. Records and Accounts

The Committee must comply with the requirements of the Charities Act 1993 as amended by the charities act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the commission of Annual reports

Annual statements of accounts

The Committee must keep proper records of all proceedings at general meetings, all proceedings at Committee meetings. Annual reports and statements of accounts relating to the Association, must be made available for inspection by any member of the Association.

The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM.

The Banking Account shall be made in the name of the Association. Withdrawals shall be made in the name of the Association on the signature of any two of the following officers:

The President, the Chairperson, the Treasurer and the Secretary.

An auditor, not being members of the committee shall be appointed annually at the AGM to audit the accounts and books of the Association.

9. Property and Funds

The property and funds of the Association must be used only for promoting the objects.

No committee member may receive any payment of money or other material benefit from the Association except for out of pocket expenses incurred in the administration of the Association.

The Association is a member of the National Confederation of the Parent-Teacher Associations (NCPTA), and as such will be covered by their Public Liability Insurance.

10. Amendments

This Constitution may be amended at a general meeting by a two-thirds majority of the votes cast.

The members must be given 21 clear days notice of the proposed amendments.

No amendments are valid if it would make a fundamental change to the Objects or to this clause or destroy the charitable status of the Association.

11. Dissolution

The Association may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolutions must give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.

The net assets remaining shall not be distributed amongst the members of the Association, but will be given to the school for the benefit of the pupils of the school.

If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

12. Interpretation

For interpretation matters of this Constitution refer to Clause 14, Model Constitution for Parent Teacher Associations, NCPTA 2009.

13. Referral

Should a matter arise which is not covered in this Constitution, then reference may be made to the above Model Constitution for clarification purposes in order to seek a resolution

Amended Oct 2010 (JF secretary)
Accepted at AGM PTA 21.10.2010

Amended May 2016
Accepted at EGM PTA 9.5.2016