

Glazebury C of E School PTA CONSTITUTION

1 Name

The name of the association is Glazebury C of E School PTA.

2 Objectives

- To support the school through fundraising to improve facilities and opportunities for pupils.
- To support the school in providing for the students' educational, social, cultural and sporting activities.
- To encourage parents, grandparents and carers to be actively involved in the school community.

3 Membership

Eligibility

Any parent, grandparent, caregiver, staff representative and governing body representative is eligible to be a member of the PTA.

Committee

- To be a member of the committee of this PTA a candidate must volunteer, be seconded and elected by members of the PTA either prior to or at the AGM, or be proposed and seconded upon attendance at successive meetings. All committee members are eligible to vote at any meeting of the committee.
- The committee may be elected 'en masse' at the AGM.

Cessation of Committee Membership

- A committee member shall cease to be a member of the committee:
On resignation in writing to the committee;
or after missing three consecutive half termly meetings without an apology being tendered.

Specific Roles Required

The roles shall consist of:

Chairperson

Treasurer

Secretary

School employee representative

4 Executive Committee

- An executive committee consisting of the chair, secretary, treasurer and school representative shall be responsible for the overall management of the affairs of the PTA.

- The chair, secretary and treasurer will be elected at the AGM.
- Nominations for the office holders can be made in writing to the PTA secretary by 3.30pm on the day before the AGM.
- If there are no written nominations for the designated positions, nominations will be called for from those present at the AGM.
- In the event that there are no nominations the executive committee shall have the power to fill the positions.
- The executive committee shall have the power to appoint sub-committees and to co-opt the services of persons responsible to the committee to carry out special works as the need arises.

5 Annual General Meeting

- The AGM will be held during October each year and the agenda shall include:
 - Approval of the minutes of the previous AGM
 - Annual report of the chairperson
 - Adoption of annual financial statements
 - Election of executive committee officers
 - Election of committee
 - Finance report summarising the previous financial year
 - General business
- Notice of the meeting shall be given to members by communication via School newsletter and text.

6 Special General Meeting

- A special general meeting may be called at any time by the chairperson or in his/her absence by the secretary.
- If 10 or more members request a special general meeting, in writing, stating the purpose of such a meeting, then such a meeting must be held within 28 days of receipt of the request, allowing for at least seven days written notice of the meeting to the members.

7 Committee Meetings

- Meetings are to be conducted in accordance with normal meeting procedures.
- The treasurer must present a written report at each ordinary meeting which includes: current balance showing the split between committed and uncommitted funds; deposits and outgoings of the general account; and accounts to be approved for payment.
- Any decision to expend funds of the PTA must be presented as a motion to the committee. This needs to be seconded and passed by a majority of those present.
- The mode of voting on all questions shall be by a show of hands.
- Every member present at a committee meeting may cast a vote and the chair shall have the right to a casting vote.
- A quorum shall be a minimum of three committee members and must include a minimum of one school employee representative.

- Meeting dates for the year will be set at the first meeting of the new committee for a new year. Additional meetings may be scheduled as required.

8 Finance

- The funds of the PTA shall consist of donations and any sums raised in the name of Glazebury C of E School PTA.
- All monies shall be deposited in the name of the PTA.
- Bank accounts shall be operated by any two of the following: chair, treasurer or secretary, requiring two signatures on each cheque.
- The committee will make donations of funds to the governing body with recommendation for its expenditure following consultation with school staff and governors.
- The PTA accounts shall be examined annually by an independent reviewer.
- The financial year of the association shall end on the last day of September in each calendar year.

9 Alterations to the Constitution

- Alterations may be made at an AGM or a Special General Meeting called for the purpose.
- Copies of the proposed changes are to be available at least five days prior to the meeting for those interested.

10 Limitation

The PTA is ancillary to the school and has no power over administration, maintenance, management or policy of the school.

11 Winding Up

- The association may be wound up by resolution to this effect passed by a two-thirds majority of members present at the SGM called for this purpose.
- Any surplus assets after all liabilities have been paid will be given to the school's governing body.
- No surplus assets may be applied for or to the personal benefit of any member.

12 Execution

- The Constitution shall be dated and shall be deemed to come into force on the 20th July 2016 and shall be binding on all members until dissolved by two-thirds of the eligible members present at the meeting at which the constitutional changes are passed.

We the undersigned agree to the adoption of the Glazebury C of E School PTA Constitution and hereby adopt these rules on 20th July 2016.

Signed:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.