Constitution and Rules of St. Catherine's PTA

Typed on 14/06/2019 – copy of previous hard copy document

1. The name of the Association shall be "ST. CATHERINE'S SCHOOL PARENT TEACHER ASSOCIATION".
2. The object of the Association is to advance the education of the pupils in the school.
   In the 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 such facilities or items 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-party political.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. Membership shall consist of all parent and / or guardians of pupils attending the school, teachers and ancillary staff. Membership shall also be open to past parents, grandparents and governors.
6. The Headteacher shall be the Honorary President of the Association.
7. The management of the Association shall be vested in a Committee consisting of the following Officers:
   Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer, together with up to twelve other members.
8. The Committee shall consist of no more than 12 elected parents/guardians and no more than 4 teachers or ancillary staff.
9. Each elected parent/guardian will hold office for up to 2 years.
10. At each AGM, one half of the elected parent/guardian members of the Committee shall retire, but shall be eligible for re-election.
11. The Chairperson, Vice Chairperson, Honorary Secretary and Honorary Treasurer shall be elected by the Committee at the first Committee meeting after the AGM.

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12. The Committee shall have the power to fill up to 2 casual vacancies by co-option until the next AGM.
13. The AGM shall be held in the Autumn Term of each year. At the AGM, the chair shall be taken by the Chairperson or in his/her absence the Vice Chairperson of the Committee. At the AGM, a report shall be given to the membership on the work of the past year.
14. Nominations for election to the committee shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM. Nominees must be present at the AGM. Elections will take place at the AGM. In the event of there being more nominations than vacancies, those members who receive the highest number of votes shall be elected to the Committee. Each member present at the AGM shall have a single vote for each vacancy and, in the case of a tie, the Chairperson shall have the casting vote.
15. Committee meetings shall be held once a month during term time.
16. Five members of the Committee shall constitute a quorum.
17. 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.
18. The Committee may do such acts and things as are incidental or conducive to the attainment of the objectives of the Association.
19. A Special General Meeting may be called at the request of the Committee or at the written request of no less than 25 members. In the latter case, the Meeting shall be called within 21 days of receipt of the written request.
20. At least fourteen days notice shall be given of any General Meeting to all members of the Association. When notice is given of a General Meeting, the business to be transacted at it shall be circulated to all members and no business other than that stated shall be brought forward at such a Meeting unless such an item is approved by the Officers of the Committee.
21. No resolution shall be deemed carried unless supported by the votes of at least two-thirds of the ordinary members present.

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22. The voting at all Meetings of Members and the Committee shall be determined by a show of hands unless at least twenty-five percent of those present demand a ballot. The Chairperson of all Meetings shall have a casting vote in addition to their own vote/.
23. The quorum at all General Meetings shall be twenty-five members actually present and no business shall be transacted at any General Meeting unless a quorum of members is present at the time for which the Meeting is called. If, within half an hour or the time appointed for the Meeting, a quorum is not present, the Meeting, if convened at the request of the Members, shall be dissolved. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, and, if at the adjourned Meeting a quorum is not present within half an hour of the appointed time of the Meeting, the ordinary Members present shall form a quorum.
24. There shall be no public airing of grievances of a professional nature or any public criticism of the conduct of the School, either at a General or a Committee meeting. The Chairperson of any such Meeting shall reserve the right to rule out of order any Member responsible for any deviation from this rule.
25. The Honorary 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 of the Association.
26. Two members who are not members of the Committee shall be elected annually at the AGM to audit the accounts and books of the Association.
27. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signatures of any two of the Officers of the Association.
28. The financial year shall commence on the 1st September.
29. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
30. No alteration to this Constitution may be made except at the AGM or a Special Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 30 and 31 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 an AGM or a Special General Meeting.

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31. The Association 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 remains after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association, but will be given to the school for the benefit of the children in the school, or in the event of a school closure, to the school where the majority of the children of the closing school will go, in a 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.

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