

St Edmund Arrowsmith Parent Teacher Association

Constitution of the PTA

1. General

1.1 The name of the Association shall be **ST EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL PARENTS' AND TEACHERS' ASSOCIATION.**

1.2 The object of the Association shall be to advance the education of the pupils in the school. In furtherance of this object the Association should seek to

a) **Develop more extended relationships between the staff, parents and others associates 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.**

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

1.4 Any reference to one gender in this Constitution shall be taken to apply equally to the other.

2. Membership of the Association and the Committee

2.1 Membership of the Association includes parents and/or guardians of pupils attending the school, teachers and governors. With the approval of the Committee membership may be extended to past parents and/or guardians, past governors, past teachers and other persons having or having had a connection with the school.

2.2 The management of the Association shall be vested in a Committee consisting of the following Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer, Head Teacher (ex officio).

2.3 The Officers shall be elected at the Annual General Meeting and shall serve until the completion of the election held during the next Annual General Meeting.

2.4 Nominations 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 elections

2.5 The Committee may fill vacancies by co-option. A co-opted member is an ordinary Committee member.

2.6 The Committee may co-opt further non-voting members. A non-voting co-opted member is not a part of the Quorum.

2.7 Co-opted members shall serve until the next Committee election. Unless elected, they shall not serve during the subsequent year

- 2.8 Any member is eligible to be elected as an Officer.
- 2.9 Membership shall be free for all members of the Association.

3. The Committee

- 3.1 Committee meetings shall be held at least once each term.
- 3.2 Notice of a Committee meeting shall be given in writing to all members. An Agenda shall be prepared in advance.
- 3.3 Five members of the association shall constitute a Quorum at a Committee meeting. This should preferably include the Chairperson or Vice Chairperson, and at least one other Officer.
- 3.4 Matters requiring the assent of the Committee shall be passed by a simple majority vote. The Chairperson has the casting vote in the event of a tie.
- 3.5 The Secretary shall ensure that a proper record is kept of the proceedings at all meetings of the Committee, and the Annual and any Special General Meetings of the Association.

4. Sub-Committees

- 4.1 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.
- 4.2 The Chairperson of a sub-committee shall be appointed by the Committee and shall be a member of the Committee. The composition of a sub-committee shall be proposed by the sub-committee Chairperson and approved by the Committee. If practicable members of a sub-committee should be members of the Association.
- 4.3 The progress of each sub-committee should be reported at each regular meeting of the Committee.

5. Annual and Special General Meetings

- 5.1 The Annual General Meeting shall be held each year during the first half of the Spring term, or otherwise at the direction of the Committee. The AGM shall be held in any event within 15 months of the preceding AGM.
- 5.2 Special General Meetings may be called at the written request of a minimum of 10 members.
- 5.3 The venue for a Special General Meeting shall be decided by the Committee.
- 5.4 21 days written notice of any Special general meeting shall be given to all members of the Association. This shall include any documents or proposals to be discussed at the SGM.
- 5.5 21 days written notice of the AGM shall be given to all members. This shall include the agenda for the meeting, a copy of draft accounts, a call for nominations to the Committee and details of any matters requiring a two thirds majority vote.

5.6 Twenty members of the Association shall constitute a Quorum at an Annual General Meeting or Special General meeting.

5.7 An Annual or Special General Meeting shall be chaired by the Chairperson of the Association, or in his/her absence the Vice Chairperson. Should both be absent, the longest serving Committee member present and willing to act as Chairperson shall Chair the meeting.

5.8 Prior to the election of the new Committee, the Chairperson of the Association shall present a report of the activities and affairs of the Association since the last AGM.

5.9 After the election the incoming Chairperson will present a Diary of Events for the coming year.

6. Accounts

6.1 The financial year shall be from 1st August to 31st July.

6.2 All expenditure of the Association shall be approved in advance by the Committee.

6.3 Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two signatories designated by the Committee. Signatories should be the Officers of the Association.

6.4 The Honorary Treasurer shall be responsible for keeping accounts of all income and expenditure, shall present a Financial Report to all Committee Meetings and shall present the accounts for approval by the members at the AGM.

6.5 Individual members of the Committee shall notify the Officers of any matters of which they become aware, that require attention in order to meet any statutory or other legal obligations of the Association.

6.6 The Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

- (i) the keeping of accounting records for the charity;
- (ii) the preparation of annual statements of account for the charity;
- (iii) the auditing or independent examination of the statements of account for the charity; and
- (iv) the transmission of the statements of account of the charity to the Commission.

7. Insurance

7.1 The Association shall take out public liability and personal accident insurance to cover its meetings, activities, Officers and Committee.

8. Constitutional and Other Matters

8.1 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.

8.2 Any changes to the Constitution shall be proposed and seconded by at least five members of the Association, and received by the Honorary Secretary at least 30 days before the next AGM, so that the proposals can be sent to all members 21 days in advance of the meeting date. For a Special General meeting to be held ten signatures are required including the proposer.

8.3 No alteration to this Constitution may be made except at the Annual General meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commissioners to Clauses 1.2, 8.3, 8.4 and 8.5 and no alteration shall be made which could cause the Association to cease to be a charity in law.

8.4 Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.

8.5 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 remaining 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 of the school, or in the event of a school closure to the school to which the majority of the 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.

Registered Charity No 1090587

***St Edmund Arrowsmith Catholic High School Parents' and Teachers' Association, Rookery Avenue,
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