

St. Paul's Parent Teacher Association (PTA)

Registered Charity Number 505453

Constitution

As amended at the SGM on 30th June 2007

This supersedes the Constitution of 27th January 1997

1. The name of the Association shall be **St. Paul's Parent Teacher Association (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 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 and non-sectarian
4. The Association shall take out Public Liability and Personal Accident Insurance to cover it's meetings, activities, Officers and Committee
5. The Association may appoint a President
6. The names of the Vice Presidents shall be submitted at the Annual General Meeting (These are usually people the Association wish to honour)
7. Membership shall consist of all parents and/or guardians of pupils attending the school and all Teachers. It may also include past Parents, Grandparents, Friends of the School, Ancillary Staff and Governors
8. The management of the Association shall be vested in a Committee consisting of the following Officers:- Chairperson (Co-Ordinator), Vice Chairperson (Deputy Co-Ordinator), Honorary Secretary, Honorary Treasurer, Honorary Deputy Treasurer, together with other members
9. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting
10. 3 members of the Committee shall constitute a quorum.
11. The Committee shall have the power to co-opt a maximum of 6
12. 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 provide further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
13. Committee meetings shall be held at least one each term.
14. The Annual General Meeting will be held in the Autumn Term. 6 members of the Association shall constitute a quorum. Two weeks notice shall be given of the Annual General Meeting to all members of the Association. At the Annual General Meeting the chair shall be taken by the Chairperson (Co-Ordinator) or in his/her absence the Vice Chairperson (Deputy Co-Ordinator) of the Committee.
15. 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 Annual General Meeting.
16. The Committee may fill casual vacancies by co-opting until the next Annual General Meeting.
17. Two auditors or independent examiners reasonably considered by the Committee to be competent to examine the accounts, who are not members of the Committee, shall be elected annually at the Annual General Meeting to audit or independently examine the accounts and books of the Association.

18. Special General Meetings may be called at the written request of a minimum of 10 members.
19. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
20. The Honorary Treasurer shall be responsible for keeping accounts of all Income and Expenditure and shall present a financial report to all Committee meetings, and shall present the accounts duly audited or independently examined for approval by the members at the Annual General Meeting.
21. 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
22. The financial year shall commence on 1st September
23. 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 is final
24. Annual Report – The Committee shall comply with their obligations under the Charities Act 1993, and the Charities (Accounts and Reports) Regulations 1995 with regard to the preparation of an annual report and it's transmission to the Commissioners
25. Annual Return - Committee shall comply with their obligations under the Charities Act 1993, regard to the preparation of an annual return report and it's transmission to the Commissioners
26. 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 Commission to Clauses 2, 24, 25, 26, and 27 and no alteration 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 Special General Meeting.
27. 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 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.