



Wickham Common Primary School Parent Teacher Association Constitution

1. The name of the Association shall be Wickham Common Primary School PTA.

OBJECTS

2. The Objects of the Association are to advance the education and social wellbeing of the Pupils of the School by providing and assisting in the provision of facilities for education at the School (not normally provided by the Local Education Authority) and as an ancillary thereto and furtherance of this object the association may:

- a) Foster 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 and/or social wellbeing of the pupils attending it.

The Objects of the Association must be exclusively charitable under English Law.

3. The Association shall be non-political.

POWERS

4. The Committee Members have the following powers, which may only be exercised in promoting the Objects of the Association:

- a) To provide advice.
- b) To publish or distribute information.
- c) To co-operate with other bodies.
- d) To raise funds, but not by means of permanent trading.
- e) To acquire or hire property of any kind.
- f) To make grants or loans of money and give guarantees.
- g) To set aside funds for special purposes or as reserves against future expenditure.
- h) To deposit or invest funds in a lawful manner.
- i) To take out public liability and personal accident insurance to cover the Associations Meetings, activities, Committee Members/trustees, to insure the Associations property against any foreseeable risk and take out other insurance policies to protect the Association where required.
- j) To employ paid or unpaid agents, staff or advisers.
- k) To enter into contracts to provide services to or on behalf of other bodies.
- l) To pay the costs of forming the Association
- m) To obtain and pay for goods and services as are necessary for carrying out the work of the charity.
- n) To open and operate bank or other accounts as the Committee Members/trustees consider necessary.
- o) To do anything else within the law to promote the Objects.

But the Committee shall not undertake any activity in the School premises without the consent of the Headteacher.



MEMBERSHIP

5. A parent, carer or teacher who wishes to become a Member of the Committee shall apply in writing seven days before the AGM. A person may stand on the Committee for a maximum of one year, after which he/she may re-apply for election using the method in Para 7. At least two of the Committee Members must be from the teaching staff. Parents, carers and teachers are automatically Ordinary Members of the PTA with voting rights at the Annual General Meeting “AGM” and Extraordinary General Meeting “EGM”. However, they cannot vote at Committee Meetings.
6. All elected Officers (Chairperson, Vice Chair, Treasurer and Secretary) shall be members of the PTA Committee.

COMMITTEE

7. The management and control of the Association shall be vested in a Committee. The Members of the Committee shall be elected and voted for at the AGM at the end of their yearly term, or on early retirement from their position. The names of the Chairperson, Vice Chair, Treasurer and Secretary shall be submitted in writing seven days to the Committee before the AGM. Every issue at a Meeting is decided by a show of hands and a simple majority. In the event of any dispute or at the request of a Member, a secret paper ballot will take place.
8. New applications for the PTA Committee shall be considered at the AGM in preference to those Members retiring, by rotation. If, after electing these new Members, vacancies still exist, then retiring Members shall be considered. If there are more retiring Members seeking re-election than there are vacancies, then it shall be decided by a show of hands which Members should be put forward for re-election.
9. The Committee will consist of no more than 16 serving Members.
10. Committee Meetings shall be held at least once each term at such time and places, as the Committee shall direct.
11. Fifty percent of Committee Members (eight) shall constitute a quorum for Committee meetings.
12. If a Committee Member is absent for three consecutive meetings and without a reasonable excuse, the Committee is entitled to vote, by a majority of Committee members, on the removal of the Member from the Committee.

AGM

13. The AGM of the Association shall be held in October of each year. Written notice of the AGM shall be given to all members. The notice must be served 21 days before the AGM and the notice must specify the date, the time, the location of the meeting and agenda. At the AGM the Chair shall be taken by the Chairperson or, in his/her absence by the Vice Chair of the Committee. Additional Meetings shall be held of the sub-sections of the Association, in addition to those called from time to time.
14. Fifty percent of Committee Members (eight) shall constitute a quorum at the AGM.



EGM

15. An Extraordinary General Meeting shall be convened at the request, in writing to the Secretary, of a minimum of ten Members of the Association. Such a Meeting shall be held within 30 days of the request. Agenda and motions submitted shall be circulated to all Members to be served 21 days before the EGM.

POWER TO CO-OPT

16. The Committee shall have the power to co-opt up to ten Members and to appoint any Subcommittee and shall prescribe the function of any such Subcommittee. A Subcommittee Member is expected to report on the event or function at each PTA Meeting and complete the Subcommittee Event Form.
17. Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted would have served only while the person in whose place he/she is co-opted would have served.
18. Where parents or carers no longer have children at the School, but wish to continue their interest in the School through the Association, such individuals may be elected and voted in as Committee or Ordinary Members.

ALTERATIONS

19. No alteration of the Constitution may be made, except at the AGM or EGM called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause, which would cause the Association to be a charity at law.

RECORDS AND ACCOUNTS

20. 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 in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:
- a) Chairperson
 - b) Treasurer
 - c) Vice Chair
21. The Committee Members/Trustees must comply with the requirements of the Charities Act 1993, as amended by the Charities Act 2006, as to the keeping of financial records and proceedings at all Meetings to include:
- a) Annual reports
 - b) Annual returns
 - c) Annual statement of accounts
 - d) And to keep proper records of all General Meetings, Committee meetings and Subcommittees.
22. One auditor, not being a member of the Committee, shall be appointed annually to audit the accounts and books of the Association.

DISSOLUTION

23. Any assets remaining on dissolution of the Association, after satisfying any outstanding debts and liabilities, shall not be distributed amongst Members of the Association, but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable by law.



INSURANCE

24. The Association shall take out public Liability Insurance to cover all its meetings and activities.

PROPERTY AND FUNDS

25. The property and funds of the Association must only be used to fulfill the Objects. Committee Members/ Trustees can enter into contracts with the PTA for the provision of goods and services provided:
- a) The maximum is set out in writing and is reasonable for the services provided.
 - b) The Committee Members are satisfied the agreement is in the interests of the charity.
 - c) The total number of Committee Members entitles to such remuneration is in the minority from time to time.

Whenever a Committee Member has a personal interest in a matter to be discussed at a Meeting they must declare their interest, withdraw from the meeting, not count as part of the quorum and not vote.

26. The Headteacher shall have the ultimate decision on all educational matters.
27. All Committee Members have equal voting rights, except the Chair who has a casting vote.

Dated: February 1, 2013