

Fen Ditton County Primary School Parents, Teachers and Friends Association (PTFA)

Constitution

1. Objects

The object of the Association ("the Objects") is to advance the education of pupils in the School, in particular by

- 1.1 developing effective relationships between the staff, parents and others associated with the School;
- 1.2 engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.

2. Powers

The Association has the following powers, which may be exercised only in promoting the Objects:

- 2.1 To provide advice
- 2.2 To publish or distribute information
- 2.3 To co-operate with other bodies
- 2.4 To raise funds (but not by means of taxable trading)
- 2.5 To acquire or hire property of any kind
- 2.6 To make grants or loans of money and to give guarantees
- 2.7 To set aside funds for special purposes or as reserves against future expenditure
- 2.8 To deposit or invest funds in any lawful manner
- 2.9 To take out public liability and personal accident insurance to cover Association meetings, activities, Officers and Committee Members, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required
- 2.10 To do anything else within the law which promotes the Objects

3. Membership

Members of the Association are:

- 3.1 The parents, guardians or carers of a pupil currently attending the school, plus the members of the teaching and non-teaching staff of the school, and any other person wishing to offer appropriate support or help and who is accepted by the Committee as a Member.

4. General Meetings

- 4.1 All members are entitled to attend any AGM or EGM of the Association
- 4.2 General meetings are called by 21 clear days written notice to the members specifying the business to be transacted
- 4.3 There is a quorum at a general meeting if the number of members personally present is at least two times the number of Committee Members in office at the commencement of the meeting. This does not apply in the situation of dissolution.
- 4.4 The Chair or (if the Chair is unable or unwilling to do so) some other member elected by those present presides at a general meeting
- 4.5 Every issue at a general meeting is determined by a simple majority of the votes cast by the members present in person
- 4.6 Except for the Chair of the meeting, who has a second or casting vote, every member present in person is entitled to one vote on every issue
- 4.7 An AGM must be held in every year
- 4.8 At an AGM the members:
 - 4.8.1 receive the accounts of the Association for the previous financial year
 - 4.8.2 receive the report of the Committee on the Association's activities since the previous AGM
 - 4.8.3 elect the committee
 - 4.8.4 appoint an independent examiner or auditor for the Association
 - 4.8.5 discuss and determine any issues of policy or deal with any other business put before them
- 4.9 An EGM may be called at any time by the Committee and must be called within 21 days after a written request to the Committee from at least 10 members

5. The Committee

- 5.1 The Committee have control of the Association and its property and funds
- 5.2 The Committee when complete shall comprise of the Chair, Secretary, Treasurer, the Head Teacher and at least one other teacher. Other volunteers, all of whom must be members of the Association may be invited to attend committee meetings.
- 5.3 The Committee shall be elected at the AGM and shall hold office until the next AGM
- 5.4 Nominations for election to the Committee may be made by one member seconded by another. Such nomination must have the consent of the nominee

6. Committee Meetings

- 6.1 The Committee must hold at least one meeting per term
- 6.2 The Chair or (if the Chair is unable or unwilling to do so) some other member of the Committee chosen by the members present presides at each Committee meeting
- 6.3 Every issue may be determined by a simple majority of the votes cast at a Committee meeting
- 6.4 Except for the Chair of the meeting, who has a second or casting vote, every Committee member has one vote on each issue

7. Powers of Committee

The Committee have the following powers in the administration of the Association:

- 7.1 to delegate any of their functions to sub-committees consisting of two or more persons appointed by them (but at least one member of every sub-committee must be a Committee member and all proceedings of sub-committees must be reported promptly to the Committee)
- 7.2 to make Rules consistent with this Constitution about the Committee and sub-committees, to govern proceedings at general meetings and generally about the running of the Association (including the operation of bank accounts and the commitment of funds)

8. Property and Funds

- 8.1 The property and funds of the Association must be used only for promoting the Objects
- 8.2 No Committee member may receive any payment of money or other material benefit (whether direct or indirect) from the association except reimbursement of out-of-pocket expenses actually incurred in the administration of the Association
- 8.3 Whenever a Committee member has a personal interest in a matter to be discussed at a Committee meeting the Committee member must:
 - 8.3.1 declare an interest before discussion begins on the matter
 - 8.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information
 - 8.3.3 withdraw during the vote and have no vote on the matter

9. Records and Accounts

- 9.1 The Committee must keep proper records of:
 - 9.1.1 annual reports
 - 9.1.2 annual returns
 - 9.1.3 annual statements of account
 - 9.1.4 all proceeding at general meetings
 - 9.1.5 all proceedings at Committee meetings
 - 9.1.6 all reports of sub-committees
- 9.2 Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association

10. Notices

- 10.1 Notices under this Constitution may be sent by hand, by post, by suitable electronic communication, or in any newsletter distributed to parents, guardians and carers via their children with or without other communications from the School
- 10.2 A technical defect in the giving of notice of which the members of the Committee are unaware at the time does not invalidate decisions taken at the meeting

11. Amendments

This Constitution may be amended at a general meeting by a two-thirds majority of votes cast, but

- 11.1 The members must be given 21 clear days' notice of the proposed amendments
- 11.2 No amendment is valid if it would make a fundamental change to the Objects

12. Dissolution

- 12.1 The Association may be dissolved by a resolution presented at an EGM called for this purpose. The resolution must have the assent of two thirds of those present and voting.
- 12.2 The net assets shall not be distributed among the members of the Association but will be given to the school, or in the event of the School closing to such other neighbouring school or schools the Committee shall decide. If effect can not be given to this provision then the assets can be given to some other charitable purpose.