

HOTHAM SCHOOL PARENT TEACHER ASSOCIATION CONSTITUTION

1. The name of the Association shall be The Hotham School Parent Teacher Association. (hereafter referred to as The P.T.A.)
2. **The object of the Association is to advance the education of 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 P.T.A. shall be non - party political and non - sectarian.
4. The P.T.A. shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. The Association may appoint a President.
6. The Head Teacher and the Governors shall have the ultimate decision on all educational matters.
7. Membership shall consist of all parents, and/or guardians of pupils attending Hotham School, all Teachers and other staff, and can also include past parents / grandparents, Friends of the School, and Governors.
8. The management and control of the P.T.A. shall be vested in the Committee which shall consist of the following, who shall be annually elected at the A.G.M. :-
Chair
Vice - chair
Secretary
Treasurer
and further ordinary members :-
a minimum of 1 staff representative and at least one parent representative chosen from each class in the school.
9. All officers shall automatically retire at the end of each committee year but shall be eligible for re-election at the A.G.M., provided that they do not hold the same office for more than 3 consecutive years.
No election of Officers and Committee members of the P.T.A. shall take place unless 20 members or more are present at the A.G.M.
10. Eight members, or a minimum of a third of the Committee shall constitute a quorum at each meeting
11. The Committee of the P.T.A. shall have the power to co-opt any person or persons to assist it in carrying out its functions, and to appoint any sub committee.
12. The Committee may appoint sub-committees 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 that no such sub-committee shall expend the funds of the Association otherwise than in accordance with a budget agreed by the committee.
13. Meetings shall be held at least once each term on the school premises at such times as the Committee shall direct. These meetings shall be open to all members. Agenda and minutes of each meeting shall be posted for all members to read. Additionally, all members present or sending apologies shall receive a copy of the minutes of individual meetings.
14. The Annual General Meeting of the P.T.A. shall be held in the Autumn Term of each year - the first half if possible - when the Chair shall be taken by the current Chairperson, or by the current Vice - Chair, in the former's absence.
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 A.G.M.

16. Casual vacancies on the Committee may be filled by co-option. Any person so co-opted shall serve only while the person in whose place she/he is co-opted would have served.
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 A.G.M. to audit or independently examine the accounts and books of the Association.
18. A Special General Meeting shall be convened at the request in writing to the secretary of TEN members of the P.T.A. Such a meeting shall be held within THIRTY days of the receipt of the request. Agenda and motions submitted shall be posted on the relevant noticeboards.
19. A minimum of fourteen days written notice shall be given of any Special General Meeting to all members of the Association.
20. The Treasurer shall keep an account of all income and expenditure, and shall present a Financial Report to all Committee meetings, and shall submit accounts duly audited or independently examined for approval by the members at the A.G.M.
21. The Banking Accounts shall be in the name of the P.T.A. and the withdrawals shall be made in the name of the P.T.A. on the signature of any two of the following Chair, Vice-Chair, Treasurer and Secretary.
22. The financial year shall correspond to the school year, and commence on the first day of the autumn term.
23. Any matter not provided for in the Constitution shall be dealt with at the next meeting of the P.T.A., and any necessary amendments of the Constitution shall be made at the next A.G.M.
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 its transmission to the Commissioners.**
25. **Annual Return - The Committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its 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 consent of two thirds of the members present and voting at an A.G.M. 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.**
28. No member of the Executive Committee shall acquire any interest in property belonging to the PTA (otherwise than as a trustee for the PTA), or receive remuneration or be interested (otherwise than as a member of the Executive Committee), in any contract entered into by the Executive Committee.

Amended at a Special General Meeting on 23rd June 1998, and ratified at the A G M on 4th November 1998
(Clauses 1 - 27)

Additional Clause 28 approved for inclusion at A G M on 10th November 1999

(Items in bold are part of the NCPTA constitution approved by the Charity Commission, and must be included)