**Constitution of the Hiltingbury Schools Parent Teacher**

**Association**

1. The **name** of the association shall be Hiltingbury Schools Parent Teacher Association (HSPTA).
2. The **objects** of the Association are to advance the education of the pupils of the Hiltingbury Schools by providing and assisting in the provision of facilities for education at the schools (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of the object the Association may:
   1. Foster more extended relationships between the staff, parents and other associated with the schools: and
   2. Engage in activities which support the Schools and advance the education of the pupils attending it.
3. The Association shall be non-political. It is not the function of the Association to make decisions on matters of administration, curriculum or organisation of the schools (which is a responsibility shared by the Heads and Governors).
4. The joint **presidents** of the Association shall be the Head Teachers who shall keep their respective Governing bodies informed of the business of the Association.
5. The names of the Vice-Presidents shall be submitted at the Annual General Meeting (AGM).
6. **Membership**
   1. Automatic membership is extended to all parents whose children are attending the Hiltingbury Schools and to all teachers engaged at the schools (no fees will be required).
   2. The Governors of the schools will be considered Honorary Members of the Association.
   3. The Committee may extend associate Membership of the Association to any other person who has links with the school.
7. The management of the Association shall be vested in an Executive Committee (called the **Committee**), which shall consist of the following:
   1. The Presidents
   2. Vice-Presidents
   3. The following officers who shall be elected annually at the AGM:
      1. Chairperson
      2. Vice- Chairperson
      3. Honorary Treasurer
      4. Honorary Secretary
   4. 12 members of whom at least 2 shall be a present member of teaching staff, one from each school. The parent members will include a representative of each pupil Year Group where possible. Associate Members may serve on the Committee.
   5. No individual shall be elected to the offices of Chair, Vice- Chair, Secretary or Treasurer for more than three years of interrupted service.
   6. No time limitations shall be placed on the general Committee membership.
8. **Nomination Procedure**:
   1. Written nominations for members of the Committee should be submitted at least three days before the AGM (if insufficient nominations are received, then nominations will be accepted from the floor at the AGM). All nominations must be proposed and seconded.
   2. Election of Officers will be by ballot, one vote per person per office.
9. An official Committee meeting **quorum** shall consist of at least seven of the Executive Committee including at least 2 officers.
10. The Committee shall have full power to make **decisions** on behalf of the Association. Any matter not provided for in the Constitution shall be dealt with by the Committee whose decision shall be deemed final.
11. Committee **Meetings** shall be held at least once a term, the AGM shall be held during October and a General Meeting shall be called as required.
12. Any member of the Association may attend Committee meetings by request of the Chairperson. Their right to speak shall be at the Chairperson’s discretion. They shall not be eligible to vote.
13. The Committee shall have the power to co-opt and to appoint **Sub Committees**, and prescribe their functions. Such sub-Committees shall be responsible to the main Committee.
14. A **Special General Meeting** shall be convened at the request, in writing, to the secretary of 25 members of the Association. Such a meeting shall be held within 30 days of the request. The agenda and motions submitted shall be circulated to all members, at least seven days before the meeting.
15. Officers and Committee members (including those who are Associate Members) shall each have the power to vote at all meetings and the Chairperson shall have the casting vote.
16. Honorary Members and Associate Members do not have the power to vote except as the above.
17. **Alteration of the Rules**
    1. No alteration of the rules may be made except at the AGM or at a special meeting called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.
    2. Any proposed amendment of the rules shall be given to the Secretary in writing at least two weeks before the Annual General Meeting/Special Meeting.
    3. 15 days notice shall be given, in writing, to the Secretary of matters to be raised under any other business at the Annual General Meeting/Special Meeting.
18. **Accounts**
    1. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit the accounts for approval at the Annual General Meeting.
    2. The accounts must comply with the necessary statutory requirements.
    3. All profits and expenditures of the association shall be divided up on the basis of the capacity each school has to provide pupil places (270/384).
    4. The Banking Account shall be in the name of the Association on the signature of any two of the following
       1. Chairperson
       2. Treasurer
       3. Secretary
       4. Vice-chairperson
19. If required, an **auditor** or **independent examiner**, not being a member of the Committee, shall be appointed annually at the Annual General Meeting.
20. **Dissolution**
    1. The Association may be dissolved by a vote of the 2/3 members present at any meeting or extraordinary meeting, or by the Head Teachers of the Schools.
    2. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the Members of the Association but will be given to the Schools for the benefit of the children of the Schools in any manner which is exclusively charitable at law.