

Netherlee Primary School PTA Constitution

Netherlee Primary Parent Teacher Association (PTA)

AIMS

- a) To support fundraising initiatives
- b) To engage in activities which enhance educational facilities at the school for the benefit of all pupils.
- c) To promote a sense of partnership between Parents and Teachers.

POWERS

The PTA shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

NUMBER OF COMMITTEE MEMBERS

The membership consists of parents/carers of children attending Netherlee Primary School and school staff. The PTA is not limited in the number of members it can accommodate.

GENERAL MEETINGS

At all general meetings voting shall be on the basis of one vote per PTA member present at the meeting. Resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

At all general meetings the quorum shall consist of the members present.

The PTA Committee or a group of 4 members shall have power to call an Extraordinary General Meeting.

OFFICE BEARERS

Office Bearers of the PTA Committee shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election.

The Office Bearers will be Chairperson, Vice-Chair, Secretary, Treasurer & Assistant Treasurer (co-signatory) and Uniform Co-ordinators.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

MEETINGS

Meetings of the PTA shall be held as required - generally once a month in the school staffroom.

All PTA meetings shall be open and any member may attend. The Annual General Meeting (AGM) shall be held in April each year. The notice calling the AGM shall be sent to the members of the PTA in advance.

The business shall include:-

- a) Information from the Chair about the work of the PTA during the previous year.
- b) Presentation by the treasurer of the audited accounts for the previous year and approval of the accounts from the committee.
- c) any resolutions submitted by the members
- d) election of members to serve on the PTA

FINANCE

The funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTA Committee members (Treasurer and Assistant Treasurer).

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the PTA Committee and whom everyone trusts.

The PTA shall be responsible for ensuring that all property/money received by/for the members/PTA Committee shall be applied for the aims of the PTA.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.