

Gleniffer High School Parent Teacher Association

Constitution

1) Title

The association shall be known as Gleniffer High School Parent Teacher Association

2) Objectives

The objectives of the association shall be:

- a. To promote co-operation between parents and teachers in everything pertaining to the well being of the school and its pupils
- b. To afford opportunities for the study and discussion of all matters relating to education and welfare of children.
- c. To encourage the development of social and fund raising activities amongst the parents and teachers.

3) Powers

In order to promote these objectives the association may:

- a. Take out membership of organisations whose activities and interests are compatible with the aims of the association.
- b. Investigate and make applications to trusts and grant giving bodies
- c. Purchase, take on lease or exchange, hire or otherwise acquire any property necessary for the promotion of the association and maintain and alter any buildings as necessary.
- d. Raise funds and invite and receive contributions by ways of subscriptions and donations. The association shall not undertake permanent trading activities in raising funds except by means of a company established for that purpose.
- e. Invest the moneys of the association not immediately required as may be thought fit, subject to conditions (if any) as imposed or required by law.
- f. The Chairperson, Secretary or Treasurer may execute legal documents on behalf of the association. Any two of the association Office Bearers shall sign documents.

4) Membership

- a. Membership shall be open to teaching and non teaching staff and to all parents and guardians of pupils attending Gleniffer High School.
- b. Honorary (or advisory) members may be elected at the discretion of the Committee.
- c. The Committee shall have the right for good and sufficient reason to terminate the membership of any individual. The individual member concerned shall have the right to be heard by the Committee before a final decision is taken.

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5) Subscription

- a. The amount of the annual subscription per family shall be determined at the AGM.
- b. Each full member present at a meeting is entitled to one vote.
- c. Members of the staff shall not be required to pay an annual subscription

6) Office Bearers

- a. The office bearers shall be Head Teacher, ex officio, as Honorary President, Chairperson, Vice Chairperson, Secretary and Treasurer.
- b. Office bearers shall be elected by Committee to serve for a two year period after which they must stand down but are eligible for re-election.

7) Committee

- a. The business of the Association shall be managed by a Committee of not more than 20 including the office bearers.
- b. A minimum of three members of the Committee shall be teaching staff; one of the teachers will be a member of the Senior Management Team.
- c. One third of the Committee shall form a quorum
- d. Committee members shall serve for a period of two years after which they must stand down but are eligible for re-election.
- e. Committee members who fail to attend three consecutive committee meetings without giving apologies shall be deemed to have stood down.
- f. Committee vacancies are to be announced in the notice of the AGM.

8) Annual General Meeting

An Annual General Meeting for which 14 days notice must be given shall be held to fill vacancies on the Committee to consider the reports of the Secretary and the Treasurer and to transact any other competent business.

9) Rules of Procedure at all Meetings

a. Extraordinary General Meeting (EGM)

The Chairperson shall at his/her discretion call an EGM of the Association membership. In addition, the Secretary may call a EGM of the membership within 14 days of receiving a written request to do so, signed by not less than one third of the membership, giving reasons for the request.

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b. Voting

All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote. No person shall exercise more than one vote, but in the case of an equality of votes, the Chair at the meeting shall have the casting vote. Such casting votes shall be second votes and shall be final.

c. Minutes

The minutes of the Association, the management committee, and the sub-committees shall contain a record of proceedings, all resolutions and decisions.

10) Audit of Accounts

- a. One auditor, not Committee member, shall be appointed for the ensuing year at the AGM.
- b. A financial statement, duly signed by the auditor, shall be submitted to the AGM

11) Association of Funds

- a. The funds of the Association shall be lodged in a bank approved by the Committee.
- b. Money may be drawn from the account on the signatures of any two of the Chairperson, Secretary and Treasurer.
- c. Money shall be disbursed at the discretion of the Committee.

12) Alteration of the Constitution

- a. No Alteration or addition to this Constitution shall be made except at an AGM or an Extraordinary General Meeting (EGM) convened for that purpose.
- b. Notice of proposed amendment must be given in writing to the Secretary at least 14 days prior to the AGM or EGM.

13) Dissolution

- a. If the Management Committee, by a simple majority, decides that at any time it is necessary or advisable to dissolve the Association, it shall call a EGM, giving the membership not less than 14 days notice (stating the terms of the resolution to be proposed thereat)
- b. If the decision is confirmed by two-thirds of the majority of those present and entitled to vote, the Management Committee shall have power to dispose of any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to other charitable or organisations having similar aims and objectives.

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14) Adoption

This Constitution was certified as “a true copy” and adopted by the Committee at a General Meeting of Gleniffer High School Parent Teacher Association on _____

Signed: _____
Chairperson

Signed: _____
Secretary

Name: _____

Name: _____

Address: _____

Address: _____
