

## **Sonning Common Parent Teacher Association Constitution – February 2009**

It is resolved that:

### **Membership**

- 1 The Association shall be called the Sonning Common Parent Teacher Association and referred to as the Sonning Common PTA (or SCPTA).
- 2 Membership of SCPTA shall be free and open to all parents and guardians of pupils attending Sonning Common Primary School and to the teachers and all other persons employed at the school. Parents, guardians, teachers and all members of staff shall be regarded as members unless they request not to be so regarded.
- 3 The Association shall be non-party and non-sectarian and shall be affiliated to the National Confederation of Parent Teacher Associations (NCPTA).
- 4 Voting is restricted to members of the Association.

### **Objectives**

- 5 The object of the Association is to advance the education of the pupils at Sonning Common Primary School by providing and assisting with the provision of facilities for education at the School, not normally provided by the Local Education Authority or County Council.
- 6 The Association may therefore engage in activities to achieve its objectives which:
  - a. foster extended relationships between the staff, parents and others associated with the School; and
  - b. engage in activities which support the School and advance the education of the pupils attending it.

### **Financial matters**

- 7 The Association shall be self supporting through funds raised by its various activities and any donations.
- 8 All monies raised by the Association shall be paid into the appropriate Association accounts and shall be used by decision of the Committee for the benefit of the pupils of Sonning Common Primary School and/or to assist specific charitable activities supported by the School.
- 9 The Treasurer shall present an income and expenditure account, balance sheet and report to the next and every subsequent AGM of the Association which account shall be audited annually. The financial year will close on August 31<sup>st</sup>.

## **AGM, Officers and Committee**

- 10 An annual general meeting shall be held to elect the Officers of the Association who shall be a Chair, Vice-Chair, Treasurer and Secretary.
- 11 A copy of the Constitution shall be available at the AGM.
- 12 Four members shall be required for an AGM to be quorate, one of whom must be an Officer.
- 13 The Association will be run by a committee consisting of at least the elected Officers and the headteacher who shall be an ex-officio committee member.
- 14 Other committee members may be co-opted. In principle Committee Members should remain for a one year period.
- 15 The Trustees of the Association shall be a least four persons taken from the Officers and the Headteacher. The names of the Trustees shall be submitted, as required, to the Charities Commission.
- 16 The Officers may serve for a period of up to three (3) years other than the headteacher who shall remain an ex-officio member.
- 17 In the case where the Committee is of the opinion that the interests of the Association would best be served by an Officer who has served the full 3-year period standing for a further period, a resolution may be put to the AGM to this effect.
- 18 Committee meetings shall be held as required and convened by the Chair or Secretary. Four Committee members shall be required to be present, one of whom shall be an Officer.
- 19 The Chair or any three members of the Committee may be empowered to convene a special meeting of the Committee.
- 20 The Committee may deal with any Association matter not specifically provided for in these rules.

## **Dissolution**

- 21 If by resolution at any further date this Association shall cease to exist, any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall be given to the School for the benefit of the children at the School in any manner which is exclusively charitable at law.

## **Other matters**

- 22 No alteration may be made to the objects clauses (5,6) or the dissolution clause (20) which would cause the Association to cease to be a charity at law.
- 23 By resolution at a meeting of the Association, called after due notice, and having a majority of two-thirds of those members present, the Association may amend or add to any of the foregoing with the exception of clauses 5, 6, 13, 20, 21.