

CHALFONT ST GILES JUNIOR SCHOOL PARENT TEACHER ASSOCIATION

CONSTITUTION

- 1) The name of the Association shall be Chalfont St Giles Junior School Parent Teacher Association ("the Association").
- 2) The object of the Association ("the Objects") is to advance the education of the pupils at the Chalfont St Giles Junior School ("the School") by:
 - a. Developing effective relationships between the staff, parents and others associated with the School;
 - b. Engaging in activities or providing facilities or equipment which support the School and advance the education of the pupils.
- 3) The Association shall have no right to interfere in School Administration matters.
- 4) The Association shall be non-political.
- 5) Every parent, guardian or carer of a child currently attending the School and every member of the teaching staff shall be eligible to join the Association and may remain a member of the Association and shall be eligible to serve as an executive officer or member of the Committee until the Annual General Meeting following the date when such person ceases to qualify for membership as aforesaid.

Parents of former pupils and other interested persons may become honorary members of the Association but may not vote nor serve as executive officers of the Committee.

No membership subscription shall be payable.

- 6) Members of the Association agree to be bound by this Constitution and any rules made hereunder.
- 7) The Association shall have power to appoint a President and one or more Vice-Presidents from among persons who contribute or have contributed to the welfare of the School and the work of the Association. Such Presidents and Vice-Presidents shall be non-executive officers of the Association and shall have the right to vote at General Meetings of the Association but shall not be entitled to attend and vote at meetings of the Committee of the Association. The President and Vice-President(s) shall serve for a maximum of three years before offering himself/herself for re-appointment.
- 8) The management and control of the Association shall be vested in a Committee of up to 14 members including the following officers i) Chairman, ii) Secretary, iii) Treasurer. The Head Teacher of the School may be a member of the Committee but shall be ex officio.

- 9) All Committee members (with the exception of ex officio members) shall be trustees of the charity and have control of the Association, its property and funds.
- 10) Election of the Committee members other than the Head Teacher of the School (who shall be an ex officio member) shall normally be by a show of hands at the Annual General Meeting unless any member requests a secret ballot. In such an event the request should be granted.
- 11) A member of the committee shall be elected to serve for one year and can continue to stand for re-election as long as they have a child attending the School.
- 12) A committee member whose child leaves the School shall be permitted to remain in office only until the next Annual General Meeting.
- 13) In addition to the Head Teacher a maximum of two other teachers in the School may serve on the Committee.
- 14) Subject to Clauses 5 and 15, the Committee shall have the right at any time after the Annual General Meeting to co-opt additional committee members, either with or without voting rights as defined by their membership status, and who shall remain in office until the next Annual General Meeting.
- 15) The number of co-opted committee members must not be more than 50% of the total number of committee members.
- 16) Committee meetings shall be held at least once per school term.
- 17) At the first Committee meeting after the Annual General Meeting the Committee may choose to elect from amongst its members a vice-chairman who shall serve only until the next Annual General Meeting.
- 18) At the discretion of the Committee a member of the Committee may be required to forfeit his/her seat on the Committee in the event that they fail to attend a sufficient number of meetings to carry out their duties during their term of office without reasonable cause or excuse.
- 19) One third of the said Committee shall constitute a quorum for the Committee. At least fifty-one percent of the members present shall constitute a quorum for any General Meeting of the Association.
- 20) In the event of a hung vote the Chairman, or in his/her absence the Committee member in charge of the meeting, shall have the casting vote.
- 21) The Annual General Meeting shall be held within 8 weeks of the start of the new school year. At least 10 days notice shall be given.
- 22) All members are entitled to attend any general meeting of the Association.

- 23) At the Annual General Meeting the chair shall be taken by the Chairman, or in his/her absence by another executive officer of the Committee.
- 24) A special General Meeting shall be convened either by the Committee or at the request, in writing to the Secretary, of at least ten members of the Association. Such a meeting shall be held within 30 days of the request. Agenda and motions submitted shall be made available to the members of the Association in advance.
- 25) All questions arising at any meeting of the Association or the Committee which have to be decided by vote (with the exception of those for which a defined majority is required by this Constitution) shall be decided by a simple majority of voting members present.
- 26) Alternations to the rules or a motion to dissolve the Association shall be made only at the Annual General Meeting of the Association, or at a special General Meeting called for this purpose. A Two-thirds majority of the members present and voting shall be required to carry any resolution for such purpose. No alteration or amendment shall be made to any clause which would cause the Association to cease to be a Charity at Law. Any proposal to alter the rules or Constitution, or to propose dissolving the Association, must be communicated in writing to the members at least 10 days prior to the Annual General Meeting or a special General Meeting.
- 27) The accidental omission to give notice of a meeting to or the non-receipt of notices of a meeting by any member shall not invalidate any proceedings or resolution at any meeting of the Association or any Committee thereof.
- 28) The Committee must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 (and any subsequent amendments) as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission of statutory documents to the Charity Commission.
- 29) The Treasurer shall keep an account of all income and expenditure and shall submit independently examined accounts at the Annual General Meeting. The Committee must approve the examining agent.
- 30) The financial year of the Association shall be from 1st September to 31st August of the following year. Any banking account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following: i) Chairman, ii) Treasurer, iii) Secretary.
- 31) Funds raised by the Association shall be used solely to promote the objects of the Association. In the event of dissolution of the Association, the remaining funds shall be devoted to objects similar to those of the Association and so that in any case no member of the Association shall receive any of the said funds by virtue of his/her membership.

- 32) The Association shall take out Public Liability Insurance to cover all its meetings and activities.
- 33) No individual member shall take any public action or make any public announcement in the name of the Association or otherwise do anything directly or indirectly to represent that any proposal, action or statement of facts or opinion has the approval of the Association. The Committee alone (or any person to whom it may have expressly delegated this power) may make announcements and publications in the name of the Association.
- 34) The Committee may by resolution communicated to the Member in writing and stating concisely the grounds for which it proposes to act, call upon any individual to resign from the Association and if the member does not so resign within forty-eight hours after being so called upon, the Committee may by resolution terminate his/her membership. Before coming to any decision the Committee shall give the member affected proper facilities for stating his/her case to them either orally or in writing as the Committee may determine.
- 35) Any matter not provided for in the Constitution shall be dealt with by the Committee whose decision shall be deemed final.

Updated 30th March 2010