

St Giles on the Heath FPTA CONSTITUTION

- 1) The name of the Association shall be St Giles on the Heath C.P. School Friends, Parents and Teachers Association.
- 2) The object of the Association is to advance the education of the pupils in the school. In furtherance of this objective the Association may:-
 - Develop more extended relationships between the staff, parents and others associated with the school
 - Engage in activities which support the school and advance the education of the pupils attending it
 - Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Head Teacher shall from time to time determine
 - Work with the school for the benefit of the children and not be a venue for personal grievances.
- 3) The Association shall be non- party political and non- sectarian.
- 4) The Association shall take out Public Liability and Personal Accident insurance to cover meetings, activities, Officers and Committee.
- 5) The Association may appoint a President.
- 6) The names of the Vice Presidents shall be submitted at the A.G.M. (These are usually people the Association wishes to honour.)
- 7) Membership shall consist of all parents and/or guardians of pupils attending the school and all teachers. Membership can also include Past Parents, Grandparents, Friends of the School, Ancillary Staff and Governors.
- 8) The management of the Association shall be vested in a Committee consisting of the following Officers:- Chairperson, Hon. Secretary, Hon. Treasurer together with four other members.
- 9) The Officers and Committee shall be elected at the A.G.M. and shall serve until the next A.G.M.
- 10) Four members of the Committee, at least two of whom are Officers, shall constitute a quorum.
- 11) The Committee shall have the power to co-opt a maximum of two.
- 12) At all meetings each member of the Association shall have one vote and **resolutions shall be passed by a simple majority vote of those present.** The Chairperson shall have both a deliberate and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.
- 13) The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
- 14) Committee meetings shall be held at least once each term.
- 15) The Annual General Meeting will be held in the Summer Term (May/June). At the A.G.M. the chair shall be taken by the Chairperson.

- 16) Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the A.G.M.
- 17) The Committee may fill casual vacancies by co-option until the next A.G.M.
- 18) Two individuals who are not members of the Committee shall be elected annually to review the accounts and books of the Association.
- 19) Special General Meetings may be called at the written request of a minimum of five members.
- 20) Fourteen days notice shall be given of any Special General Meeting to all members of the Association.
- 21) At all General meetings voting shall be on the basis of one vote per full Committee member present at the meeting.
- 22) The Hon. Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all committee meetings, and shall present the accounts, duly reviewed for approval by the members at the Annual General Meeting.
- 23) Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two officers of the Association.
- 24) The financial year shall commence on January 1st.
- 25) Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
- 26) No alteration to this Constitution may be made except at the A.G.M. or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 24, 25 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an A.G.M. or Special General Meeting.
- 27) The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or, in the event of a school closure, to the school to which the majority of the children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.