

1. Name of the Association

The Association shall be known as the "Walmsley C.E.(Aided) School Parent Teacher Association."

2. Membership

The following persons shall be entitled to become members of the association.

- (a) The parents or guardians of any child attending the school, and all members of the teaching staff.
- (b) The incumbent, who will be invited to become President of the Association.

3. Objects

The objects of the Association are to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the L.E.A.) and as ancillary thereto and in furtherance of this object may:-

- (a) foster more extended relationships between the staff, parents and others associated with the school.
- (b) engage in activities which support the school and advance the education of the pupils attending it.

(Parents will be encouraged to express their views, but not dictate the policy of the school. Matters appertaining to the policy and organisation of the school are the sole prerogatives of the Head, in conjunction with the L.E.A. and school Managers.)

4. ADMINISTRATION

The Association shall be administered by its Executive Committee.

- (a) The executive shall consist of the Chairman, who shall be the Head of the School, nine parent representatives and four representatives of the teaching staff.
- (b) The parent representatives to the Executive Committee shall be elected at the Annual General Meeting which shall be held annually in October.
- (c) The Executive Committee shall elect its Officers at its first meeting. These shall be the Vice Chairman, who shall be a parent, a Minutes Secretary, a Social Secretary and a Treasurer.
- (d) All members of the Executive Committee shall be entitled to vote at Committee Meetings.
- (e) The Head shall have the right to veto any proposal he considers against the interest of the school.

5. POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

- (a) The Committee shall be responsible for the general administration of the Association and its finances.
- (b) The Committee shall have power to appoint Sub-Committees to carry out any specified function of the Association. The Chairman and Officers shall be entitled to attend all meetings of the sub-Committees.
- (c) The Committee shall have the power to co-opt a member should a vacancy occur.

6. DUTIES OF OFFICERS

- (a) The Minutes Secretary shall keep a Minute Book of the Association. He/she

shall give all members of the Association 14 days prior notice of the A.G.M. and its Agenda, and of any other General Meeting of the Association and its Agenda. He/she shall arrange for the holding of an Extraordinary General Meeting within 21 days of the receipt of a petition signed by not less than 10 members of the Association requiring such a meeting and stating the matters to be discussed thereat.

- (b) The Social Secretary shall present annually, at the A.G.M. of the Association a report of the activities of the preceding year.
- (c) The Treasurer shall keep the account records of the Association and shall be responsible for making up the accounts in time for them to be audited prior to the A.G.M. He/she shall make an annual financial report to the A.G.M.
- (d) The Chairman shall prepare a report on general matter of interest to the Association.
- (e) The Vice Chairman shall acknowledge in the absence of the Chairman and shall report on the P.T.A. activities at the A.G.M.

#### 7. FINANCIAL REGULATIONS

- (a) The Association shall be entirely self-supporting.
- (b) All cheques to be signed by any two of the following three officers:- Chairman, Vice Chairman or Treasurer.
- (c) No member may incur unauthorised debts or liabilities in the name of the association.
- (d) All monies raised on behalf of the Association, no matter by whom or in what manner shall as soon as practicable be paid into the Association Treasurer who shall issue a receipt for such monies.
- (e) Committee Members should claim from the Treasurer for any expenditure incurred on behalf of the Association. Receipts should be obtained to support such claims. The Treasurer is empowered to hold a float of Petty Cash, the amount to be decided by the Executive Committee.
- (f) Monies shall be deposited with a bank, agreed by the Executive Committee.
- (g) The A.G.M. shall appoint annually two people who are not Committee Members to audit the accounts of the Association.

#### 8. MEETINGS

- (a) The Chairman will preside at all meetings of the Association and the Executive Committee. In the absence of the Chairman and Vice-Chairman, the first business of a meeting will be to elect a Chairman for that meeting.
- (b) Only members under Rule 2a shall be entitled to vote at an A.G.M. of the Association.
- (c) The quorum at any general meeting of the Association shall be 25 members of the Association.
- (d) The executive committee shall meet at least once in each school term and on such occasions as shall be determined by the Chairman and Officers. The quorum for an Executive Committee Meeting shall be at least seven.

#### 9. AMENDMENTS TO THE CONSTITUTION

- (a) No alteration of the constitution may be made, except at the Annual General Meeting or at a Special Meeting called for this purpose. No alteration shall be made to the Objects Clause, or dissolution clause, which would cause the Association to cease to be a Charity at law.

Any proposed amendments shall be sent to the Secretary not less than 21 days prior to the meeting at which they are to be discussed and the Secretary shall circulate them in writing to all members together with the notice of the meeting. Such amendments must be carried by a two-thirds majority of the members present.

10. DISSOLUTION OF THE ASSOCIATION

- (a) In the event of there being such a lack of interest that remaining members feel the Association should be dissolved, a meeting shall be held and those members attending will be empowered to terminate the Association.
- (b) Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the school for the benefit of the children of the school in any manner which is exclusively charitable at law.