

Hill of Banchory Primary School Parent Teacher Association Constitution



Working together to support
all pupils and our school

NAME OF THE ASSOCIATION

Hill of Banchory Primary School Parent Teacher Association 'PTA'

Aims

- 1) To promote close co-operation and communication between Parents and Staff.
- 2) To study and discuss matters of mutual interest relating to the education and welfare of the pupils.
- 3) To facilitate and organise educational and social activities to proactively raise funds in support of the school in providing educational resources and activities for pupils attending the School.

Powers

The PTA shall have the power to do anything considered by them to be in furtherance of the aims, but remembering that they are there to represent the views of all its members.

Members

The membership of the PTA consists of Parents/Carers of children attending Hill of Banchory Primary School and School Staff and anyone co-opted in by the Committee to assist 'The Members'.

Annual General Meetings

The Annual General Meeting (AGM) shall be held in **September** each year. The notice calling the meeting shall be sent to the Members of the PTA at least **two weeks in advance**.

The business shall include:

- a) The work of PTA
- b) Approval of the accounts
- c) Appointment of an individual who will review the annual accounts
- d) Any resolutions submitted by the members
- e) Election of members to serve on the PTA Committee
- f) Future events

At all General Meetings voting shall be on the basis of one vote per Member/PTA Committee member present at the meeting.

At all general meetings the Quorum shall consist of **minimum 5 members**.

The PTA Committee or 5 members shall have the power to call an Extraordinary General Meeting (EGM) when necessary.

PTA Committee Membership

The PTA Committee 'The Committee' runs the PTA on behalf of its all its members.

Members of the Committee shall be appointed at the AGM. They shall be elected for a **2-year term and be eligible for re-election**.

The Office Bearers will be Chairperson, Treasurer and Secretary, and such others as may be required. The Office Bearers will be elected by the Committee at the AGM Meeting, or other meetings where necessary. They shall be elected as an Office Bearer for a 2 year term and will be eligible for re-election as an Office Bearer for one further 2 year term. They may continue to serve as committee members after they vacate the position.

The Committee may co-opt persons to help carry out its functions at any time. The co-opted members shall retire at the AGM, but will be eligible to be co-opted for a further term.

Each member of the Committee shall have one vote, and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote, and The Chairpersons' casting vote shall only be used in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and will make these available to any member upon request.

A member of the Committee failing to attend 3 consecutive meetings without reason/apologies may be deemed to have retired from the Committee.

Inappropriate behavior will result in membership being terminated with immediate effect.

Meetings

Meetings of the Committee shall be held as required. At all meetings of the Committee, there must be at least 5 members, and at **least 2 of these must be Office Bearers** in order to form a Quorum.

All Committee meetings shall be open and any Member may attend, although they may not have voting rights.

The Committee shall have the power to appoint committee members and/or volunteers when needs arise through out the year of office. They can appoint sub-committees who may in turn co-opt members if necessary.

Designated Sub Committee

Movie Night Co-Cordinator/s

Advertising Co-Cordinator/s

Finance

The funds of the PTA shall be lodged in a Bank, Building Society or other account in the name of the School & PTA.

Cheques shall be drawn or withdrawals made against the signatures of at least 2 named named Committee members. Cheques cannot be signed by the person/s receiving the cheque.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance by **31st July each year**, before the AGM Meeting in September and shall be reviewed by an independent examiner appointed at the previous AGM by the members.

The Committee shall be responsible for ensuring that all property/money received by/for the PTA shall be applied for the aims of the PTA and the benefit of the School and its pupils.

Changes to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling for the meeting and be approved by not less than two thirds of those present.

Dissolution

In the event that the PTA ceases to exist, any remaining funds will be distributed for the benefit of the children attending HILL OF BANCHORY PRIMARY SCHOOL