

St. Paul's Parent Teachers' Association

**St. Paul's R.C. Primary School.
City Rd, Tilehurst,
Reading, RG3 5HA.
Tel:0734 422003.**



CONSTITUTION

1. The name of the association shall be "St. Paul's Roman Catholic School Parent - Teacher Association"
2. The objectives of the Association shall be to advance the education of pupils in the School. In furtherance of this object the Association may:
 - a] To foster a close relationship between the home and school, the parents, governors and all others associated with the school.
 - b] To encourage and maintain an interest by the Association's members in all matters relating to education, and the general activities of the school and engage in activities which support the school and advance the education of pupils attending it.
 - c] Provide and assist in the provision of such facilities or items for education at the school [not normally provided from statutory funds] as the Committee in consultation with the Governing Body shall from time to time determine.
3. Membership shall be automatic for all parents and guardians of the children currently attending the school, all teaching staff, and all Governors. Honorary membership shall be extended to all ancillary staff who do not qualify by any of the above while they continue to occupy these posts. Honorary membership can be granted to any person approved at any Annual General Meeting or at an Extraordinary General Meeting for a term of one year or until the next General Meeting which ever comes first. The power to vote will be extended to Honorary Members at all Annual or Extraordinary General Meetings until the new Committee is elected.
4. The management of the Association shall be vested in a committee which shall consist of the following:-
 - a] The President shall be the Head Teacher at the time in office or if the Head Teacher does not wish to take office, a teacher nominated at the A.G.M. or E.G.M.

- b] The Chairperson who shall be a parent.
 - c] The Honorable Secretary who shall be a parent.
 - d] The Honorable Treasurer.
 - e] A minimum of one representative of the teaching staff apart from the President.
 - f] Two parents from the Junior section and two parents from the Infants section.
 - g] A maximum of ten [10] other members of the P.T.A. not including honorary members.
5. a] The election of the Committee shall take place at an Annual General Meeting. Nominations for the Committee shall be in the hands of the Secretary forty eight [48] hours prior to the Annual General Meeting.
- b] Any nominations for the Chairperson, Honorary Secretary, Honorary Treasurer [the officers] which is unsuccessful shall count as a nomination for a committee member. In the event of insufficient nominations being received by the due time, those nominations shall deem to have been elected and nominations for the remaining vacancies shall be obtained from the members present at the Annual General Meeting. The consent of all nominees must be obtained before nomination.
- c] The officers and Committee shall retire at the Annual General Meeting but shall be eligible for re-election. No member may hold a particular office for more than three [3] successive years.
- d] Parent committee members shall be nominated only by parents and teachers only by teachers.
6. The Annual General Meeting will be held in the month of May of each year. The year of office shall run from the 1st June each year. The Secretary shall arrange for at least 14 days notice of the meeting to be given to all members, together with notice of the Agenda and a request for nominations. The quorum for this meeting will be at least sixteen [16] members.
7. An Extraordinary General Meeting will be called at the request in writing to the Secretary of at least 4 Committee members, when the rules for the Annual General Meeting shall apply. It may also be convened at the request in writing to the Secretary of at least twenty [20] members of the Association stating the nature of the Business to be discussed. Such a meeting shall be held within thirty [30] days of the receipt of the request by the Secretary. The Secretary shall arrange for at least seven [7] days notice of the meeting to be given to all members, together with a notice of the business to be discussed. A quorum for this meeting will be twenty [20] members.

8. A quorum for the Committee shall be four members, at least one being an officer and one member of the teaching staff.
9.
 - a] The Committee shall be empowered to co-opt members to fill casual vacancies on the Committee. The co-opted members shall serve until the next General Meeting.
 - b] The Committee shall also be empowered to co-opt members for a specific purpose. Members thus co-opted shall have no vote and shall not normally take part in any other business of the Committee than that for which they are co-opted.
10. Voting at all Committee, Annual General Meeting and Extraordinary General Meetings shall be by simple majority and generally by a show of hands unless a paper vote is requested by a member, when two [2] tellers shall be appointed. In the absence of the Chairperson, the Committee Members present shall elect a Chairperson for the meeting. The Chairperson will have no ordinary vote except in the event of a tie when he or she shall have a casting vote.
11.
 - a] The Honorary Secretary shall keep a fair record of the proceedings of all the meetings of the Association and Committee to the satisfaction of the Committee.
 - b] The Treasurer shall keep an account of the income and expenditure of the Association with the assistance of the Financial Sub-Committee to the satisfaction of the Committee and shall submit accounts duly audited to the Annual General Meeting and such Extraordinary General Meetings as may be called. The Financial Sub-Committee shall consist of at least three [3] members, one shall be a Committee member the third will be a P.T.A. member or Honorary member. Any Bank or Building Society accounts in its name on the signature of any two [2] Committee members, normally one from the Financial Sub-Committee. The Treasurer shall when given ten days notice submit the accounts for inspection by the Committee. Provided that all acts and proceedings of the sub-committee shall be reported to the committee as soon as possible and the sub-committee shall not expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
 - c] An auditor shall be appointed annually at the Annual General Meeting to audit the accounts of the Association; the auditor shall not be a member of the Committee.
 - d] Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two authorised members of the Committee.
12. There shall be at least one meeting of the Committee each term.

13. No alteration to this Constitution may be made except at the Annual General Meeting 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, 13 and 14 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.

14. 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 any 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.