

Vauvert Primary School Parent, Teacher and Friend Association – Constitution

1. Name

The name of the group shall be Vauvert Primary School Parent, Teacher and Friend Association, known hereafter as the Vauvert Primary School PTFA

2. Aims

The aims of Vauvert Primary School PTFA will be:

- To provide experiences and resources to pupils of Vauvert Primary School, that they would not otherwise receive within the States budget.
- To liaise with the staff at Vauvert Primary School, to identify areas where the PTFA can provide resources and experiences.
- To foster community spirit within the school, parents, carers, teachers and friends of the school.

3. Membership

Membership is open to anyone who is, was or will be a parent or carer of a pupil at the school, is, was or will be a teacher at the school, or is interested in supporting the school in any way.

4. Equal Opportunities

Vauvert Primary School PTFA will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

The business of the group will be carried out by interested members and a Committee elected at the Annual General Meeting. The Committee and interested members will meet as necessary and not less than three times a year.

The Committee will consist of at least but not limited to 4 officers. Any additional members may be co-opted onto the committee at the discretion of the committee.

The minimum officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Vice Chair who will deputise for the Chair and any other officer as required
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement will be elected at the next Committee meeting.

The Committee meetings will be open to any member of Vauvert Primary School PTFA wishing to attend.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified by school newsletter, in addition to email or social media at least 2 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee positions may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 5 members, 3 of which must be officers of the current Committee.

At the AGM:-

- The Committee will present a report of the work of Vauvert Primary School PTFA over the year.
- The Committee will present the accounts of Vauvert Primary School PTFA for the previous year.
- The officers for the next year will be elected.
- Any proposals given to the Secretary in advance of the meeting will be discussed.
- Voting at the AGM is open to all members, each member of the Association shall have one vote except the Chairperson who shall only have a casting vote.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least four other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty eight days of the request.

All members will be given reasonable notice of such a meeting, giving the venue, date, time and agenda, and notice may be by school newsletter, telephone, email or social media.

The quorum for the Special General Meeting will be 5 members, 3 of which must be officers of the current Committee.

Voting powers shall be the same as at the Annual General Meeting.

6.3 General Meetings

General Meetings are open to all members and will be held at least once every term or more often if necessary.

All members will be given reasonable notice of such a meeting, giving the venue, date, time and agenda, and notice may be by school newsletter, telephone, email or social media.

The quorum for a General Meeting shall be 4 members, at least 2 of which are officers

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. At least three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer.

All money raised by or on behalf of Vauvert Primary School PTFA is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing at a date advised by the Committee in advance of the AGM. The proposal must then be circulated with the notice of meeting two weeks prior to the date of the AGM. .

Any proposal to amend the constitution will require a two thirds majority of those present.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed by members of Vauvert Primary School PTFA on:-

Date/...../.....

Name and position in group

Signed

Name and position in group

Signed