

St Mark's Parent Teacher Association (P.T.A) Constitution

1. The name of the Association shall be as above, known as 'The P.T.A'
2. The aims of the P.T.A are to advance the education of the pupils of the school by providing and assisting in the provision of facilities and resources for education (not normally provided by the Local Authority or the Diocese) and as an ancillary thereto and in furtherance of this object the Association may: -
 - a) foster more extended relationships between the staff, parents and others associated with the school;
 - and
 - b) engage in fundraising activities which support the school and advance the education of the pupils
3. The P.T.A shall be non-political.
4. All parents of pupils attending the school and all teaching staff shall be members.
5. The management and control of the P.T.A shall be vested in an Executive Committee, which shall consist of at least the following offices:
 - a) Chair
 - b) Vice-Chair
 - c) Honorary Treasurer (Parent)
 - d) Honorary Secretary

as well as a suitable number of other members from current the parent body and teaching staff. The number of parents elected to the Executive Committee, whether as officers or as ordinary committee members shall not exceed eight. The number of teachers appointed to the Executive Committee, whether as officers or as ordinary committee members shall be two, including the Headteacher.
6. All officers of the P.T.A and committee members (except the teachers) are to serve for one year, providing their child remains on the school roll, and are eligible for re-election at the A.G.M.
7. Five members of the said committee, including at least one staff member, shall constitute a quorum for the Committee.
8. Executive Committee meetings shall be held at least once each term at such times and places as the committee shall direct.

9. The Annual General Meeting (A.G.M) of the P.T.A shall be held in September of each year, and each member of the school Governing Body shall be invited to attend. The Secretary shall give not less than 14 days written notice of the Annual General Meeting to all members.
10. Fifteen members, including at least four members of staff shall constitute a quorum at the A.G.M.
11. The Executive Committee shall have the powers of co-option (non-voting) and formation of sub-committees. Co-opted members to be there only for specific purposes and shall not constitute more than 20% of the elected committee.
12. A Special General Meeting shall be convened at the request in writing, to the Secretary, of twenty members of the Friends. Such a meeting shall be held within *thirty days of the request*. Agenda and motions submitted shall be circulated to all members.
13. Any proposal to amend this Constitution must be made in writing to the secretary not later than 15th July of any year prior to the Annual General Meeting or not less than 21 days prior to any Special General Meeting.
14. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly examined, at the A.G.M. The banking account shall be in the name of the P.T.A and withdrawals shall be made in the name of the P.T.A, on the signature of any two of the following:
 - a) Chair
 - b) Vice-Chair
 - c) Member of the executive committee

The financial year shall be 1st August to 31st July.

15. An Independent Examiner, not being a member of the committee, shall be appointed to examine the accounts and books of the P.T.A.
16. Any assets remaining on dissolution of the P.T.A 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 in any manner which is exclusively charitable at law.
17. Any matter not provided for in the constitution shall be dealt with by the Executive Committee, whose decision shall be deemed final or until varied by a future General Meeting (either AGM or Special General Meeting).
18. The Headteacher shall have the ultimate decision on all educational matters.
19. Parent Executive Committee members may resign at any time on giving notice to the Chair. The vacancy may be filled by co-option by the Executive Committee for the remaining term of office.

20. All correspondence should be addressed to the Secretary or Treasurer as appropriate, for the attention of the Executive Committee at its next meeting.
21. The P.T.A shall take out Public Liability Insurance to cover all its meetings and activities.
22. The Funds raised by the P.T.A shall be allocated according to decisions taken by the Executive Committee in conjunction with Headteacher and school staff.
23. There will be at least one Open Meeting per year, the timing to be at the discretion of the Executive Committee.