

TRANMERE PARK PRIMARY SCHOOL PARENT TEACHERS ASSOCIATION CONSTITUTION

1. The name of the Association shall be the Tranmere Park Parent Teachers Association.
2. The Association has charitable status and its registered charity number is 1023789
3. The object of the Association is to advance the education of the pupils in the school. In furtherance of this aim the Association may:
 - Develop more extended relationships between the staff, parents and others associated with the school;
 - Engage in activities which support the school and advance the education of the pupils attending it; and
 - Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).
4. The Association shall be non-party political and non-sectarian.
5. The Association shall take out Public Liability and Personal Accident Insurance, to cover its meetings, activities, officers and committee.
6. Membership shall consist of all parents and /or guardians of pupils attending the school, all teachers, past parents, grandparents, friends of the school, support staff and governors.
7. The management of the Association shall be vested in a Committee consisting of the following officers; Chairperson, Deputy Chairperson, Secretary Treasurer and Deputy Treasurer (where required), together with at least three other members. All decisions made shall be carried by a majority vote, rather than by a unanimous vote.
8. The officers and Committee shall be elected at the AGM and shall serve for a minimum of two years, or for such longer term as may be proposed and accepted by a majority of the members.
9. Six members shall constitute a quorum and, in the event of an equal number voting for or against a resolution, the Chairperson (or elected Chairperson) shall have the deciding vote.
10. The Committee shall have the power to co-opt up to a maximum of three other individuals.
11. The committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided

further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed beforehand by the Committee.

12. Committee meetings should be held at least once each term and Association members shall be expected, unless exceptional circumstances prevail, to attend at least one meeting per term.
13. The AGM will always be held in the autumn term. At the AGM, the chair shall be taken by the Chairperson or, in their absence, another member of the committee.
14. Nominations shall be proposed and seconded by members of the Committee and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM.
15. The Committee may fill casual vacancies by co-option until the next AGM.
16. Special General Meetings may be called at the written request of a minimum of three members of the Committee.
17. Fourteen days' notice shall be given of any Special General Meeting to all members of the Association.
18. The financial year of the Association shall commence on the 1st of October.
19. The Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report at all Committee meetings and shall present the accounts for the preceding financial year for approval by the members at the AGM.
20. Following approval the accounts shall be audited or independently examined by a suitably qualified individual duly appointed following the AGM.
21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two members of the Association.
22. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
23. No alteration to the Constitution may be made except at the AGM or Special General Meeting called for this purpose. No amendments or alterations shall be made without prior written permission of the Charity Commission to clauses 3.2 and 24 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 a majority of the members voting at an AGM or SGM.

24. The Association may be dissolved by a resolution presented at a SGM called for this purpose. The resolution must have the assent of a majority of the members 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 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.

OCTOBER 2015