

SPALDING HIGH SCHOOL  
PARENT TEACH ASSOCIATION

CONSTITUTION  
(FOR CONSULTATION 2018)

NAME

1. The name of the Association shall be "Spalding High School Parent Teacher Association".

OBJECTS

2. The objects of the association are to advance the education of the pupils of Spalding High School by providing and assisting in the provision of facilities for education at the School (not normally provided by the Local Education Authority) 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 activities which support the School and advance the education of the pupils attending it.
3. The Association shall be non-political.

MEMBERSHIP

4. (a) The parents (which in these rules include guardians and carers) of each pupil attending the School and the members of the Staff of the School shall automatically be members of the Association.
  - (b) Parents of pupils who have left the School may be elected by the Committee as Associate Members, who shall have the right to attend all social activities and meetings but not to vote at meetings.
  - (c) The Association in general meetings may, on the recommendation of the Committee, elect Honorary Members including Governors during their term in office.
5. There shall be no entry of membership fee.
6. Membership shall terminate on the member concerned resigning by written notice to the Secretary or ceasing to be qualified under rule 4(a) unless continued under the other provisions of that rule.

MANAGEMENT

7. The Officers of the Association shall be:-
  - (a) The Chair
  - (b) The Secretary and
  - (c) The Treasurer, each of whom shall be elected at the Annual General Meeting of the Association, or failing such election shall be appointed by the Committee at its first meeting following the Annual General Meeting.
8. The management and control of the Association shall be vested in a Committee which shall consist of at least the following:-
  - (a) The Officers of the Association who shall be ex-officio members.
  - (b) FOUR parents elected at the Annual General Meeting.
  - (c) THREE members of Staff elected by the Staff.
9. At the Annual General Meeting the officers and the other members of the Committee shall retire but shall be eligible for re-election.
10. Committee meetings shall be held at least THREE times each School year, at such times and places as the Committee shall decide.
11. FIVE members of the Committee shall constitute a quorum for the Committee.
12. The Committee shall regulate its own procedure and shall have power:-

- (a) To co-opt up to two additional members.
- (b) To fill casual vacancies which occur during the year except in the Staff members of the Committee, which shall be filled by members of Staff elected by the Staff.
- (c) To appoint any sub-committee for such functions as the Committee prescribes. all acts and proceedings of any such sub-committee shall be reported in full and promptly to the Committee.

## FINANCE

- 13. The financial year of the Association shall run from 1st August to 31st July each year.
- 14. The bank account shall be in the same name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the Treasurer and two other members of the Committee nominated for this purpose from time to time by the Committee.
- 15. The Treasurer shall keep an account of all income and expenditure and these accounts of the Association shall be confirmed each year by a suitable independent person appointed annually by the Annual General Meeting, or failing such appointment appointed by the Committee, but this person shall not be a member of the Committee. The confirmed accounts shall then be submitted to the Annual General Meeting and to the Charities Commission, as per their requirements.

## GENERAL MEETING

- 16. The Annual General Meeting shall be held in the first term of each School year. Any member wishing to move any resolution at an Annual General Meeting shall give not less than three weeks' written notice to the Secretary.
- 17. A General Meeting of the Association shall be held at such time and place and for such purposes as the Committee shall determine.
- 18. A special General Meeting of the Association shall be called within thirty days of the receipt by the Secretary of a written request for such meeting signed by any twenty-five members.
- 19. Not less than fourteen days' notice of any General Meeting and its purpose shall be given to its members.
- 20. The chair at General Meetings of the Association shall be taken by the Chair, or failing that by a member of the Committee selected by the meeting.
- 21. The quorum at General Meetings shall be TEN members.
- 22. At a General Meeting each member present in person shall have one vote and proxies shall not be acceptable. In case of an equality of votes the Chair shall have a second or casting vote.

## NOTICES

- 23. Any notice to be given to a member shall be considered adequately given by e-mail as the proffered method, or if specifically requested in the case of a parent or career, by being delivered to his/her daughter/son/ward attending the School or in the case of a member of Staff by being displayed on the notice board in the Staff Room.
- 24. The accidental omission to give to any member any requisite notice shall not invalidate any proceedings to which such notice would, if given, have related.

## DISSOLUTION

- 25. The Association may be dissolved by resolution passed in General Meeting by not less than three-quarters of the votes cast.
- 26. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association, but shall be given to the School for the benefit of the children of the School in any manner in which is exclusively charitable at law.

## PROVISIONS AS TO RULES

27. No alteration to these rules may be made except at an Annual General Meeting, or at a General Meeting called for this purpose.
28. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be eligible as a charity at law.
29. Any alteration to these rules shall require a resolution passed by not less than two thirds of the votes cast.
30. Any matter for the time being not provided for in the constitution shall be dealt with by the Committee, whose decision shall be final until the next Annual General Meeting, and thereafter unless disapproved at that meeting by a simple majority.