



LEES HILL SCHOOL PTA CONSTITUTION

1. The name of the Association shall be **Lees Hill School Parents and Teachers Association (PTA)**.
2. The object of the PTA is to enhance the education of the pupils in the school. In furtherance of this object the association may –
 - a) Develop more extended relationships between Staff, Parents and Others associated with the school;
 - b) Engage in activities, which support the school and enhance the education of the school's pupils;
 - c) Provide and assist in the provision of such facilities or items for education at the school (not provided by statutory funds) as the committee, in consultation with the governing body, determine.
3. The PTA shall be non-party political and non-sectarian.
4. The PTA shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Members.
5. **Membership shall consist of all parents and / or Guardians of pupils attending the School and all Teachers.**
6. The management of the PTA shall be vested in a committee consisting of the following officers – **Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer and the Head Teacher.**
7. The Officers shall be elected at the AGM and shall serve until the next AGM for a maximum *of 3 consecutive years.*
8. Three members of the PTA shall constitute a quorum.
9. The PTA shall have the power to co-opt maximum of two people to the officers committee until next AGM.
10. The PTA may appoint sub-committees as it deems necessary. PTA shall prescribe their function provided that all acts and proceedings of sub-committee is reported to main committee as soon as possible and that the sub-committee shall not expend funds of the PTA unless in accordance with budget agreed by PTA.
11. Open committee meetings should be held at least once per term.
12. The **AGM** to be held in the **autumn** term, The Chairman (or if absent the Vice-chairman) will chair the meeting.
13. Nominations can be made prior to, or at, **the AGM** then proposed and seconded by members with the consent of the nominee.
14. One auditor or independent examiner (**not** a committee member) reasonably considered competent to examine accounts should be approved annually at the AGM to audit/examine the books of the association.
15. Special General Meetings may be called at the written request of a minimum of five members.
16. All members of the PTA shall be given seven days' notice of any Special General Meetings.
17. The Honorary Treasurer is responsible for keeping account of all Income and Expenditure and present a financial report to all committee meetings. Also present accounts duly audited or independently examined for approval by members at the AGM.
18. Bank accounts shall be operated in the name of the association and withdrawals made with the signature of any two Officers of the association.
19. The financial year will commence on the 1st of September.
20. Any matter not provided for in the constitution and concerning the organisation and activities of the PTA shall be dealt with by the PTA whose decision shall be final.
21. No alteration can be made to this constitution except at the AGM or a Special General Meeting called for this purpose and must have the assent of two-thirds of the members present voting at the meeting.
22. The PTA 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. The resolution may have instructions for disposal of money and assets of PTA after debts and liabilities satisfied. PTA assets are not to be distributed among members of the PTA but given to the school or in the event of a school closure to the school where majority of Lees Hill School children will go, in any manner exclusively charitable by law. If this provision is not possible then assets can be given to some other charitable purpose.

Chairperson		F. M. Ritson	30/10/17
Vice chair		T. MITCHINSON	30/10/17
Secretary	G. Whiteford	G. WHITEFORD	30/10/17