

## THE CONSTITUTION OF THE ASSOCIATION

(As adopted at the Annual General Meeting held 1<sup>st</sup> October 2012)

1. The name of the Association shall be 'HENLOW ACADEMY PARENT TEACHER ASSOCIATION'. Referred to hereinbefore and hereinafter as the Association The abbreviation "HENLOW ACADEMY PTA" is authorised for general use in all documentation.
2. The object of the Association is to advance the education of pupils in the school. In furtherance of this, the Association may:
  - a) Develop more extended relationships between the staff, parents and others associated with the school.
  - b) Engage in activities, which support the school and advance the education of the pupil attending it.
  - c) Provide and assist the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultations with the governing body shall from time to time determine.
3. The Association shall be non-political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. The President of the Association shall be the Head Teacher who shall have the ultimate decision for all educational matters.
6. The names of the Vice Presidents shall be considered at the Annual General Meeting. (These are usually people the Association wishes to honour).
7. Membership shall consist of all parents and/or guardians of pupils attending the school, all Teachers, past parents, grandparents and friends of the school, ancillary staff and Governors.
8. The management and control of the Association shall be vested in a Committee, which shall consist of the following:
  - a. The Head of the School and the following Officers, who shall be elected annually at the Annual General Meeting.
    - (i) Chair
    - (ii) Secretary
    - (iii) Treasurer
    - (iv) Other committee members to consist of:

Representatives of both parents and teachers.
  - b. The term of Office shall be one year, although members may be elected to serve for a further year, or years. A member of the Committee shall forfeit his/her seat on the Committee where that member fails to attend THREE or more consecutive meetings without reasonable cause or excuse.
9. At the first Committee Meeting after the Annual General Meeting the Committee shall elect a Deputy Chair from its members.
10. Five members of the Committee shall constitute a quorum.
11. The Committee shall have the power to co-opt other members as required.
12. 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 budgeted provision agreed by the Committee.
13. Committee meetings shall be held at least once a term.
14. The Annual General Meeting will be held in September or October of each year. At the Annual General Meeting, the Chair should be taken by the Chair or in his/her absence the Deputy Chair of the Committee.
15. Twenty members shall constitute a quorum at the Annual General Meeting.

16. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time.
17. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
18. An Auditor, not being a member of the Committee shall be appointed annually by the Committee to audit the books and accounts of the Association.
19. Special General Meetings may be called at the written request of a minimum of 10 members.
20. Thirty-days' notice shall be given of any Special General Meeting to all members of the Association.
21. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all Committee meetings, and shall present the accounts duly audited for approval of the members at the Annual General Meeting.
22. All Banking Accounts shall be in the name of the Associations and withdrawals shall be made in the name of the Association on the signature of any two of the following:
- |       |           |           |           |
|-------|-----------|-----------|-----------|
| Chair | Secretary | Treasurer | President |
|-------|-----------|-----------|-----------|
23. The financial year shall commence on the first of September.
24. Any matters not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decisions shall be final.
25. No alteration to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 24 and 25 and no alterations 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 two thirds of the members present and voting at an AGM or Special general Meeting.
26. The Association 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. 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 the 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.