



## BUXTON COMMUNITY SCHOOL

### PTA CONSTITUTION

1. The name of the Association shall be Buxton Community School Parent Teacher Association.
2. The object of the Association is to advance the education of pupils in the school. In furtherance of this object 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 pupils attending it;
  - c) provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
4. The Association shall be covered for its meetings, activities, Officers and Committee by the Public Liability and Personal Accident Insurance taken out by the school.
5. Membership shall consist of those with parental responsibility for pupils attending the school and all school staff.
6. The management of the Association shall be vested in a Committee consisting of the following Officers: Chairman, Vice Chairman, Honorary Secretary, Minuting Secretary, Honorary Treasurer together with nine other members and the Headteacher, or his/her delegate, ex-officio.
7. The officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
8. Five members of the Committee shall constitute a quorum.
9. The Committee shall have the power to co-opt a maximum of three additional individuals.
10. 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 subcommittee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
11. Committee meetings shall be held at least once each term and may be opened to other non-voting members of the Association.
12. The Annual General Meeting will be held during the first half of the Autumn Term. At the Annual General Meeting the chair shall be taken by the Chairman or in his/her absence the Vice Chairman of the Committee.
13. Nominations shall be proposed and seconded by members and must have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting. Nominations for any outstanding vacancies may be sought at the AGM.

14. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
15. An auditor or independent examiner reasonably considered by the Committee to be competent to examine the accounts, who is not a member of the Committee, shall be elected annually at the AGM to audit or independently examine the accounts and books of the Association.
16. Special General Meetings may be called at the written request of a minimum of 10 members.
17. Twenty days notice shall be given of any Special General Meeting to all members of the Association.
18. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial Report to a Committee meeting once per term, and shall present the accounts duly audited or independently examined for approval by the members at the Annual General Meeting.
19. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of two Officers of the Association, as designated at a meeting of the Committee.
20. The financial year shall commence on 1st October each year.
21. 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.
22. Annual Report - The Committee shall comply with their obligations under the Charities Act 1993, and the Charities (Accounts and Reports) Regulations 1995 with regard to the preparation of an annual report and its transmission to the Commissioners.
23. Annual Return - The Committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.
24. 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, 22, 23, 24 and 25 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 two thirds of the members present and voting at an AGM or Special General Meeting.
25. 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 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.