

# CONSTITUTION OF THE ST MICHAEL'S SCHOOL ASSOCIATION

1. The name of the Association shall be St Michael's Aldbourne PTA.
2. The object of the Association is to advance the education of the pupils in St Michael's School, Aldbourne, Wiltshire (the school). In furtherance of this objective. the Association may:
  - a) develop more extended relationships and communications between the staff and parents and others associated in or wishing to support 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 of education at the school (not provided from statutory funds) as the Committee (in consultation with the Governing Body and Teaching Staff) shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
4. There will be no subscriptions. The Association will raise its own funds.
5. The Association may appoint a president.
6. The names of the Vice Presidents shall be submitted at the AGM. (These are usually people the Association wishes to honour.)
7. The membership of the Association shall include:
  - a) all parents/guardians of children attending the school;
  - b) all members of staff;
  - c) the school's governors; and
  - d) members of the local community and others who express interest in the school.
8. The management and control of the Association shall be by an Executive Committee. The Committee will consist of at least 7 persons:
  - a) 1 teacher
  - b) 1 governor
  - c) 5 members of the association
9. Members of the Executive Committee are the only members eligible to vote each with a single vote at Committee meetings. The Chairperson will have a casting vote if required.
10. The Executive Committee shall have the power to appoint any sub-committee and set the terms of reference of any such committee. At least one member of the sub-committee must be a member of the Executive Committee.
11. The Executive Committee shall have the power to co-opt people to serve on sub-committees.
12. Vacancies on the Executive Committee may be filled by the Executive Committee by cooption until the next AGM.

13. A Special General Meeting (SGM) shall be convened at the request, in writing to the Secretary, of 10 members of the Association. Such a meeting shall be held within 30 days of the request. The agenda and motions submitted shall be circulated to all members at least 7 days in advance.
14. 10 members of the Association shall constitute a quorum for the SGM.
15. The AGM will be held in the Autumn term. At the AGM, the chair shall be taken by the chairperson or in his/her absence an officer of the Executive Committee. The date and agenda will be circulated at least 14 days in advance to all members.
16. Nominations to the Executive Committee shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM or during the AGM provided the nominee is present.
17. 10 members of the Association shall constitute a quorum for the AGM.
18. The Executive Committee is elected annually at the AGM.
19. The staff and governors representatives shall be elected by their representative bodies annually prior to the AGM.
20. The Executive Committee elect their chairperson at the AGM.
21. Members have to be re-elected annually to the Executive Committee at the AGM but can serve for a maximum of 10 years.
22. The officers and members of the Executive Committee must notify the chairman in writing prior to resigning from the Executive Committee.
23. The Executive Committee shall elect a Secretary and a Treasurer at their first meeting.
24. The financial year shall commence on 1st September.
25. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any 2 of the 3 authorised signatures. At least 2 of the authorised signatures shall be members of the Executive Committee. One of the signatures is permitted to be either a qualified solicitor (regulated by the Solicitors Regulation Authority) or a qualified accountant (regulated by ICAEW, ACCA, CIPFA or CIMA), who is providing professional advice and assistance to the charity.
26. The Treasurer shall keep an account of all Income and Expenditure and shall submit accounts, duly examined if required by Charity Commission, at the AGM.
27. In accordance with the Charities Act:
  - a) the accounts and books of the Association shall be examined annually by an independent examiner appointed by the Executive Committee if the annual income of the charity exceeds the threshold for an independent examination. This examination shall take place at the end of the Association's financial year which shall be 31st August;
  - b) an annual report shall be prepared for submission to the Charity Commissioners together with the annual accounts.

28. Not less than 5 members of the Executive Committee shall constitute a quorum for the Executive Committee. At least 2 officers of the Executive Committee are to be present and should include either a member of staff or a governor who shall represent the school.
29. An emergency meeting of the Executive may be called by any 3 members of the Executive Committee, to be held as soon as a quorum can be raised. This emergency meeting shall have the same rights as a scheduled committee meeting but must report its actions at the next scheduled meeting.
30. Any matter not provided for by the Constitution shall be dealt with by the Executive Committee whose decision shall be final.
31. The Head Teacher has the ultimate decision on all educational matters.
32. No alteration to this Constitution may be made except at the AGM 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, 32 and 35 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 2 thirds of the members present and voting at an AGM or SGM.
33. The Constitution shall in all respects be governed by English law. Where an entry in this Constitution conflicts with English Law, then that entry alone shall be automatically excluded from this Constitution but shall not invalidate the remainder.
34. The Association shall take out Public Liability Insurance to cover its meetings, activities, Officers and Committee. In addition the Association shall, where appropriate, ensure that items provided by the Association are suitably insured.
35. 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 2 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.

## RULES GOVERNING THE CONSTITUTION

1. The Constitution of the Association shall be reviewed at the end of the first year and subsequently every 5 years.
2. The Constitution will reside in the school safe and will not leave the premises.
3. All new executive members will be provided with a copy of the Constitution.
4. A copy of the Constitution will be made available in school-for members of the Association to look at. This may be obtained from the school administrator.