



Constitution of the Orchard Park Community Primary School Parent Teacher and Friends Association

1 NAME:

Orchard Park Community Primary School Parent Teacher and Friends Association (PTFA).

2 AIMS:

- 2.1 To promote close cooperation and communication between parents and teachers of the school and all others associated with Orchard Park Primary School
- 2.2 To engage in activities which support and advance the welfare and education of the pupils attending the school.

3 PURPOSE:

In order to achieve those aims, the Committee may:

- 3.1 Hold community events giving opportunities for people to meet each other
- 3.2 Raise, invite and receive contributions to provide or assist in the provision of facilities at the school in consultation with the Headteacher or Deputy Headteacher
- 3.3 Cooperate with other charities, voluntary bodies and statutory authorities in furtherance of the aims or of similar charitable purposes and to exchange information and advice with them.

4 MEMBERSHIP:

- 4.1 All parents, extended family, guardians and carers of the pupils currently attending the school and all teaching and non-teaching staff and governors currently employed by the school are automatically members of PTFA
- 4.2 Associate membership shall be open to parents, extended family, guardians and carers of former pupils and to former members of the teaching and

non-teaching staff and governors. Associate members cannot vote at Annual General Meetings.

5 GENERAL MEETINGS:

5.1 The Annual General Meeting (AGM) shall be held during the autumn term each year. The notice calling the meeting shall be posted at least 14 days in advance

5.2 Business shall include:

- a) the work of the retiring committee via a report from the Chairperson
- b) Treasurer's report and accounts
- c) approval of the accounts
- d) election of members to serve on the committee
- e) fundraising aim

5.3 At all Annual General Meetings voting shall be on the basis of one vote per member present

5.4 At all Annual General Meetings the quorum (minimum number of voters required for a vote to stand) is at least four members and shall consist of at least two office bearers

5.5 The committee or 40% of members shall have the power to call an Extraordinary General Meeting giving at least 14 days notice and including a formal agenda.

6 COMMITTEE:

6.1 The business of the Association shall be managed by a committee consisting of parents and at least one teacher of Orchard Park Primary Community School. Members of the committee shall be appointed at the AGM. They shall be elected for a one year term, and be eligible for re-election

6.2 The office bearers will be Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer, Vice Treasurer and such others as may be required

6.3 The committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election

6.4 Names of committee members on adoption of this constitution on 06th November 2014 are:

Chair:

Vice-chair:

Treasurer:

Vice-treasurer:

Secretary:

Other Committee Members:

7 COMMITTEE MEETINGS:

7.1 The committee shall meet as frequently as may be found necessary and at any time at the request of Chairperson. At the moment this is on the third Friday of every month

7.2 Agenda should be published one week before meeting, minutes should be published within one week, all members have the option to comment

7.3 Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present

7.4 The Chairperson shall have a casting vote and it shall be used only in the event of a tie.

8 FUNDS:

8.1 Funds raised by the Association shall be lodged in the a Bank or Building Society or other account in the name of the Association

8.2 Withdrawals shall be made in the name of the Association on the signatures of the Treasurer or Vice Treasurer and one other of the Deputy Headteacher or Chairperson

8.3 Funds may be spent by the Committee to pursue the aims and objects of the PTFA

8.4 The Association's financial year shall end on the last day of August in each year

8.5 The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members. The Auditor(s) shall not be member(s) of the Committee and shall be appointed for the following year at the Annual General Meeting.

9 CHANGES TO THE CONSTITUTION:

Changes or additions must be made at an AGM or an EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

10 DISSOLUTION

In the event of the dissolution of the Parent Teacher and Friends Association all funds will automatically be donated to the School.