

MANORCROFT SCHOOL PARENT-TEACHER ASSOCIATION

CONSTITUTION

1. The name of the Association shall be the "Manorcroft School Parent Teacher Association".

Objectives

2. The object of the Association is to advance the education of the 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 and advance the education of pupils attending it
 - c. Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).
3. The Association shall be non-political and non-sectarian.

Membership

4. All parents and guardians of children attending the school and all staff of the school shall automatically be members of the Association unless he or she notifies the Secretary of the Association to the contrary. The Headmaster, shall, ex officio, be President of the Association.

Management

5. The affairs of the Association shall be managed by a Committee of no more than eleven Members whose number shall include one teacher and comprising:
 - a. The Officers, being the Chairman, Vice Chairman, Treasurer and Secretary;
 - b. Up to seven additional Members;
 - c. Any Members as provided in paragraph 7.

6. The officers and Members must be members of the Association and shall be elected at the Annual General Meeting. In the event that more than one nomination is received for an Officer post or more than seven for

posts as Members, a vote shall be eligible, subject to remaining members of the Association, for re-election.

7. In the event that insufficient Members are elected at the Annual General Meeting or that a vacancy arises during the course of the year, the Committee shall have the power to co-opt additional Members, subject to the maximum referred to in paragraph 5.
 8. The Committee shall meet as often as it deems necessary. The Chairman shall preside at Committee; in his or her absence the Vice-Chairman shall normally act as Chairman. A quorum of the Committee shall consist of six elected members. Decisions of the Committee shall be taken by a simple majority vote with the Chairman or acting Chairman making only a casting vote where necessary. In matters of dispute the Chairman's ruling shall be final.
 9. The Committee shall have the power to invite any person or persons to attend its meetings whose presence the Committee considers would be of benefit to the Association. Such persons shall have no voting rights
- General Meetings
10. Annual General Meetings shall be held on convenient date as early as possible in the academic year. Extraordinary General Meetings shall be called at the discretion of the Committee or on receipt by the Secretary of a Requisition, signed by at least twenty members of the Association, stating the objects of the meeting. All General Meeting shall be subject to at least fourteen days' notice except as provided in paragraph 11.
 11. With the agreement of at least fifty members of the Association an Extraordinary General Meeting may be called at any time in an emergency.
 12. The purpose of the Annual General Meeting shall be to elect the Officers and Members of the Committee; to receive the Chairman's report; to receive the Treasurer's report and the audited Accounts and Balance sheet; to appoint an auditor; and to transact any other business.

13.Attendance at the General Meetings shall be restricted to members of the Association except as provided in paragraph 14. General Meetings shall be presided by the Chairman; in his or her absence the Vice-Chairman shall normally act as Chairman. A quorum shall be twenty members. Decisions of the Committee shall be taken by a simple majority vote with the Chairman or acting Chairman making only a casting vote where necessary.

14.The Chairman, with the agreement of the Committee, may invite non-members to General Meetings; the auditor shall be entitled to attend the Annual General Meeting. Such attendance shall accord no voting rights

Finance

15.All monies, except that required for current expenditure, shall be paid into an account or accounts in the name of the Association at a convenient bank.

16.The Treasurer shall ensure that all transactions are regularly entered in proper books of account and shall present them with all necessary vouchers, for audit to the appointed auditor

17.Two signatories shall be required on all cheques being any two of the following; the Chairman, the Vice-Chairman, the Treasurer, the Secretary

18.The Treasurer shall report to the Committee from time to time. When required by the Committee he or she shall present for inspection the books of account, bank statements and any other relevant documents. The Treasurer shall give up all books, documents, monies and other properties of the Association which are in his or her possession if required so to do by the Committee.

19.The Accounts shall be audited each year by the appointed auditor. The auditor, elected at the Annual General Meeting, need not be a member of the Association but shall not be an Officer or Member of the Committee. The auditor shall form an opinion on the Accounts and may

also report on any matter relating to the Accounts he thinks fit; the opinion, and any report shall be appended to the Accounts.

Changes to the Constitution

20.No alteration to this Constitution may be made except at the Annual General Meeting or an Extraordinary 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, 20 and 22, and no alteration shall be made which could cause the Association to cease to be a Charity in Law. Alteration to the Constitution shall receive the assent of two-thirds of the members present and voting at an Annual or Extraordinary General Meeting.

21.Any matter not provided for the Constitution shall be dealt with by the Committee.

Cessation

22.The Association may be dissolved by a resolution presented at an Extraordinary General Meeting called for this purpose. The resolution must have the assent of two-thirds of those present and voting. Such a 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 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.

September 1989 Revision.