

## **Constitution and Rules of Ysgol Friars Parent Teacher and Student Association (PTSA)**

1. The name of the Association shall be 'Ysgol Friars Parent, Teacher and Student Association'.
2. The object of the Association is to advance the education of pupils in the school. In furtherance of this objective the Association may:-
  - Develop more extended relationships between the staff, parents and others associated with the school.
  - Engage in activities which support the school and advance the education of the pupils attending it.
  - 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 take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. Membership shall consist of all parents and/or guardians of pupils attending the school, all Teachers and all pupils.
6. The management of the Association shall be vested in an Executive Committee consisting of the following Officers:-
  - Chairman
  - Vice Chairman
  - Honorary Secretary
  - Honorary Treasurer
  - Honorary Assistant Secretary
  - Honorary Assistant Treasurer
7. A Committee consisting of the officers and twelve elected members of the Association shall conduct the affairs of the Association. The head teach, the deputy head teachers, four assistant teachers and Parent Governors shall also be members of the Executive Committee. A minimum of six members shall be present when financial decisions are made.
8. Six members of the Committee shall constitute a quorum.
9. The Committee shall have the power to co-opt a maximum of six members to serve on the Committee for a maximum period of twelve months. Such co-opted members shall have the right to vote.
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 that no such sub-committee 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.
12. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting. Retiring Officer shall be eligible for re-election.
13. The Annual General Meeting will be held on the earliest possible date after 1<sup>st</sup> September each year. At the Annual General Meeting, the chair shall be taken by the Chairman or in his/her absence the Vice-Chairman of the Committee.

14. Nominations 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 Annual General Meeting. The Annual General Meeting shall receive all officers' reports and conduct any other business.
15. The Committee may fill any casual vacancies by co-option until the next Annual General Meeting.
16. Two auditors or independent examiners reasonably considered by the Committee to be competent to examine the accounts, who are not members of the Committee, shall be elected annually at the AGM to audit or independently examine the accounts and books of the Association.
17. Special General Meetings may be called at the written request of a minimum of fifteen members.
18. At least ten days notice shall be given of any Special General Meeting to all members of the Association.
19. The Honorary 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 or independently examined for approval by the members at the Annual General Meeting.
20. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two Officers of the Association.
21. The financial year shall commence on 1<sup>st</sup> September.
22. Any matter not provided for in the Constitution and concerning the organization and the activities of the Association, shall be dealt with by the Committee whose decision shall be final.
23. Annual Report – The Committee shall comply with their obligations under the Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 with regard to the preparation of an annual report and its transmission to the Commissioners. (Note: Report only required if asked for or if total income is >£10k or total expenditure is >£10k.)
24. Annual Return – The Committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of the annual return and its transmission to the Commissioners (Note: Return only required if total income is >£10k or total expenditure is >£10k.)
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, 23,24,25 and 26 no alteration shall be made which could cause the Association to cease to be a charity by 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 can only 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 dispersal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among members of the Association but will be given to 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.

