

NAME Calder High School PTA

AIMS

- a) to raise additional funds to enhance school development and the day to day experience of its students.
- b) to run social events that families can enjoy.
- c) to generate the support of and donations from the local community
- d) to promote engagement between parents and teachers

POWERS

The PTA shall have the power to do anything considered by them to be in furtherance of the aims, but remembering that they are there to represent the views of the members.

NUMBER OF COMMITTEE MEMBERS

The membership consists of parents/carers of children attending Calder High School and school staff as selected by the members. The committee shall be a minimum of 3, up to a maximum of 12.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in May each year. The notice calling the meeting shall be sent to the members of the PTA at least two weeks in advance.

The business shall include:-

- a) the work of the PTA
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the members
- e) election of members to serve on the PTA

At all general meetings voting shall be on the basis of one vote per parent/full PTA Committee member present at the meeting. At all general meetings the quorum shall consist 6.

The PTA Committee or 6 of the members shall have power to call an Extraordinary General Meeting.

PTA MEMBERSHIP

Members of the PTA Committee shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the PTA Committee at the first meeting after the AGM. There is no legal requirement for all offices to be filled.

The PTA Committee may co-opt up to 6 members to help carry out its functions. The co-opted members shall retire at the AGM, but shall be eligible to be co-opted for a further term. Each member of the PTA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

A member of the PTA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTA. Any member who acts in a way that is not with the aims/objectives of the PTA or bringing it into disrepute, shall be asked to step down.

MEETINGS

Meetings of the PTA shall be held as required. At all meetings of the PTA a third of members, at least two of whom are office bearers, shall form a quorum.

All PTA meetings shall be open and any member may attend although they will not have voting rights.

FINANCE

The funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTA Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual* appointed at the previous AGM by the members.

- *The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the PTA Committee and whom everyone trusts.*

The PTA shall be responsible for ensuring that all property/money received by/for the members/PTA Committee shall be applied for the aims of the PTA.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the 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.

DISSOLUTION

In the event that the PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.