

WHITewater SCHOOL P.T.A. CONSTITUTION

- 1) The name of the Association shall be the Whitewater Parent Teacher Association
- 2) The Objects of the Association are to advance the education of facilities (not normally provided by the Local Authority) and as an ancillary thereto and in furtherance of this objective the Association may:
 - a) Foster more extended relationships between staff, parents and others associated with the School; and
 - b) Engage in activities which support the School and advance the education of pupils attending it.
- 3) The Association shall be non-political
- 4) The President of the Association shall be the Head Teacher. Within the Constitution, the President should have sufficient power to nominate the teacher representative on the Committee as his deputy in his absence.
- 5) Membership of the Association shall consist of all parents and/or guardians of pupils attending the School and all members of staff at the School. Management and control of the Association shall be vested in an appointed Committee. Nominations for Committee members shall be proposed and seconded by members and shall be the consent of the nominee. Nominations may be made at any time prior to the appointments at the Annual General Meeting. Additional proposals for election to the Committee may be made at any time during the year. The following officers shall be elected annually at the Annual General Meeting:

Chairperson (parent)
Treasurer (parent)
Secretary (parent)
Vice Chair (parent) *(although this role can be carried over to an ordinary meeting if a volunteer has not come forward)*

Other officers from the following sources: parents, grandparents,
Guardians, members of
staff

New parent members can be elected officers and existing elected officers reappointed at the Annual General Meeting annually. Chair and Treasurer Roles must be held by a member who has been a parent at Whitewater for at least one academic year.

Should it prove necessary, and subject to Committee approval, Appointed Officers may change at any time other than the Annual General Meeting.

- 6) The trustees of the PTA are the President, Chairperson, Secretary and Treasurer.
- 7) Five committee members (none of whom shall be elected officers) of the said Committee shall constitute a quorum for the Committee, one of whom must be a representative of the School.
- 8) Committee meetings shall be held at least once each term at such places and times as the Committee shall direct.
- 9) The Annual General Meeting of the Association shall be held at the start of the School year. At the Annual General Meeting the Chair shall be taken by the Chairperson and in his/her absence by the Vice-Chairperson of the Committee.

- 10) Ten percent of parent members shall constitute a quorum at the Annual General Meeting.
- 11) Co-opting of members shall be left to the discretion of the Committee.
- 12) A Special General Meeting may be called at the request of a minimum of 10 members. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
- 13) No alteration of the rules may be made except at the Annual General Meeting or at a Special General Meeting called for this purpose. No alteration or amendment shall be made to the OBJECTS clause or DISSOLUTION clause which would cause the Association to cease to be a charity at law.
- 14) The Treasurer shall keep an account of all income and expenditure and shall submit accounts at the Annual General Meeting. The banking accounts shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:
 - a. President
 - b. Treasurer
 - c. Secretary
 - d. Chairperson
 - e. Vice Chairperson
- 15) An Independent Examiner, not being a member of the Committee, may be appointed to audit the books. An end of year balance sheet will be presented at the Annual General Meeting.
- 16) Any assets remaining on DISSOLUTION of the Association after satisfying any outstanding debts and liabilities shall not be distributed among members of the Association, but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable by law.
- 17) The Association shall take out Public Liability Insurance to cover all its meetings and activities.
- 18) Any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision will be deemed final. The Head Teacher shall have the ultimate decision in all educational matters.
- 19) 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 further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
- 20) The financial year shall commence on 17th September.