
HARTLEY PRIMARY ACADEMY

PARENT TEACHER ASSOCIATION



Constitution of Hartley Primary Academy Parent Teacher Association

Name

1. The name shall be the Hartley Primary Academy Parent Teacher Association.

Object

2. The object of the Association is to advance the education of the pupils in the Academy. In furtherance of this object the Association
 - a) May develop more extended relationships between the staff, parents, and others associated with the Academy
 - b) May engage in activities of all kinds affecting the welfare of the children in the Academy
 - c) May advance the education of the children attending the Academy by assisting in the provision of facilities for education at the Academy (not provided from statutory funds) as the Committee, in consultation with the Governing Body or the Principal as their representative, shall from time to time determine.

Membership

3. Membership of the Association shall be open to all parents of children attending the Academy, members of staff, and to other interested persons at the discretion of the Committee.

Committee

4. A President of the Association may be appointed at the discretion of the Committee in consultation with the Principal.
5. Management of the Association shall be vested in a committee that shall consist of a minimum of ten members, from whom shall be chosen Chair, Honorary Secretary, Honorary Treasurer and any other officers required. All members of staff are eligible to serve on the Committee.

Annual General Meeting

6. The committee members shall be elected each year at an Annual General Meeting to be held during the Autumn Term.
7. The Annual General Meeting of the Association shall be convened by the Honorary Secretary who shall give members written notice of date, time, and place together with the agenda.

The purpose of the meeting shall be to receive the reports of the Chairman and Honorary Treasurer, to elect members of the Committee, and to elect the Honorary Auditors.

8. 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.

Finance

9. The Honorary Treasurer shall:
 - a) Keep an account of all income and expenditure and shall submit to the Annual General Meeting a statement of accounts for the calendar year up to and including 31st August, which are subsequently audited and shared with the new committee at the first meeting of the new academic year
 - b) Ensure that the funds of the Association be lodged at a Bank or Building Society or in any other method of investment. All cheques drawn on these accounts shall be signed by any two of the three officers nominated.

General Meetings

10. Committee Meetings:
 - a) Meetings of the Committee will be held regularly throughout the Academy year, at least once a term. Such meetings will be convened by the Honorary Secretary and will be normally held at the Academy.
 - b) Every question at a meeting of the Committee shall be decided by a majority vote. All Committee members, including the Chair, shall have one vote. In the event of an equality of votes the Chair shall have a second or casting vote. Observers at the meetings who may

from time to time be invited shall not be entitled to vote. However the Principal or his/her representative and one other member of staff shall be entitled to vote.

- c) Eight voting members present shall constitute a quorum. In the event of the absence of the Chair and Vice-Chair, the meeting shall elect a Chair.
- d) The interpretation of the Constitution of the Association shall be vested in the Committee, who shall decide all questions relating to the Association, save for those involving an amendment to the Constitution.

Auditors

11. Appointment of Auditors:

An Auditor shall be elected at the Annual General Meeting to serve for the following year. This shall be an independent person and shall not be a member of the Association.

Special General Meetings

12. Special General Meetings may be called at the written request of a minimum of ten members.

13. Fourteen days notice shall be given of any Special General Meeting to all members of the Association.

Constitution

14. Constitution:

- a) This Constitution may only be amended at the Annual General Meeting or a Special General Meeting called for this purpose.
- b) Any proposed addition or alteration shall be submitted in writing to the Honorary Secretary.
- c) Details of any proposed changes to the Constitution shall be circulated to members at least one week before the Annual General Meeting or Special General Meeting.
- d) No amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 14, and 16 and no alteration shall be made which could cause the Association to cease to be a charity in law.
- e) Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at the Annual General Meeting or Special General Meeting.
- f) In the event of any question or matter arising that is not provided for in this Constitution, any such question or matter shall be dealt with by the Committee.

15. The funds of the Association shall be applied solely towards the objects set out in Clause 2.

Dissolution

16. The Association may 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 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 Academy for the benefit of the children at the Academy. In the event of Academy closure, these assets will be given to the Academy to which the majority of children of the closing Academy will go, in any manner that is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.

17. Any Business interests must be declared when you decide to serve as a Committee Member.

18. The constitution will be reviewed on an annual basis.
