

**POYNTON LOWER PARK COUNTY PRIMARY SCHOOL PARENT  
TEACHER ASSOCIATION**

**CONSTITUTION**

- 1 The name of the Association shall be Poynton Lower Park Primary School Parent Teacher Association, hereinafter referred to as the Association.
- 2 The aims of the Association shall be:-
  - a) to provide or assist in providing the facilities for education not normally provided by the Local Education Authority in order to promote and support the educational, cultural, social and physical amenities available to pupils, subject to the approval of the Headteacher.
  - b) to encourage interest in the fulfilment of the educational requirements contained in the Education Acts since 1944.
  - c) To encourage co-operation between the staff of the School, the parents and all others associated with the School.
- 3 The membership of the Association shall be open to staff and parents or guardians of pupils attending the School free from annual membership charge. Governors of the School are deemed to be honorary members of Association by virtue of their office, if they are not already members in their own right.
- 4 The Officers of the Association shall be:-

President	The Headteacher
Chairman	
Vice Chairman	
Honorary Secretary	Who should be a parent
Honorary Assistant Secretary	
Honorary Treasurer	Who should be a parent
Honorary Vice Treasurer	
- 5 The business of the Association shall be in the hands of an Executive Committee, who shall hold office for one year commencing at the time of the Annual General Meeting and who shall meet at least four times a year.
- 6 The Executive Committee shall consist of:-
  - a) The Officers listed in Clause 4.
  - b) Up to 3 staff representatives.
  - c) Up to 3 parent representatives

All these members of the Executive Committee shall be eligible for re-election at the end of their one year term of office.

The Executive Committee may co-opt up to three members of the Association to be full members of the Executive Committee for any one meeting.

- 7 Notice of the Annual General Meeting and requests for nominations to the position of Officers of the Association should be distributed to all members, (see Clause 3), at least twenty one days before the agreed date of the Annual General Meeting. This should be held within two months of the end of the previous financial year, the date to be determined by the Committee.

Elections for Officers should precede elections for Committee Members at the Annual General Meeting.

- 8 Nominations, proposed and seconded and with the fore knowledge of the nominee, may be received on the day of the Annual General Meeting, for Membership of the Executive Committee.

9 VOTING

- a) Members of the Association shall have the right to vote in person at all General Meetings of the Association.
- b) The election of Officers and all voting at a General Meeting shall be by a show of hands.
- c) Staff representatives will be agreed upon by ballot by the staff within the School. Election of parent representatives will be by ballot or by show of hands of the parent members of the Association present at the Annual General Meeting.
- d) Office bearers and members of the Executive Committee wishing to resign shall give written notice to the Honorary Secretary.
- e) In the event of a Committee member resigning his/her office before the termination of the period of that office, the Executive Committee shall have the power to co-opt a member on to the Committee, with vote, to hold office until the termination of the Executive Committee's term of office.

- 10 The duties of the office bearers of the Association will be as follows:-

a) **Honorary Secretary**

- i To prepare and distribute the Agenda for and inform by notice of, all General Meetings of the Association.

- ii To prepare for and convene all meetings of the Executive Committee.
- iii To keep the Minutes of the Association in the Official Minute Book.
- iv After consultation with the Chair, to be the sole means of correspondence between the Association and other individuals or bodies except where he/she may delegate such correspondence to another responsible member of the Association.

**b) Honorary Treasurer**

- i The Honorary Treasurer is responsible for the funds of the Association and will keep books and records of sums received and expended up to date.
- ii An account shall be maintained in the name of the Association at the main clearing bank and shall be operated by two of a panel of three signatories, including the President, Chairman and Treasurer.
- iii All sums of money received should be remitted to the bank as soon as possible. The Committee's minuted approval should be sought to hold an IMPREST to cover petty cash expenses. The President should be responsible for petty cash.
- iv The financial year will end on the 31<sup>st</sup> August. The Treasurer will present an audited activities account, receipts and payments account and balance sheet on that date to the Annual General Meeting, together with any audit report and a list of recommendations.
- v The Treasurer will submit to each Executive Committee Meeting a financial statement, which will show receipts and payments since the last meeting, current reconciled bank and cash balances and expenditure anticipated before the next meeting.

**11 Honorary Auditor**

The Association shall elect an auditor to audit the annual accounts, at the Annual General Meeting, who should not be a member of the Executive Committee.

- 12 On receipt of written request signed by 30 members, the Secretary will call an Extraordinary General Meeting, giving at least fourteen days notice, to deal only with the specific item or items raised.
- 13 The funds of the Association will be applied solely for the development of its stated objects. In the event of the dissolution of the Association, the remaining funds shall be devoted to objects similar to those of the Association.
- 14 That any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final.