



## UNSWORTH PRIMARY SCHOOL PARENT/TEACHER ASSOCIATION (PTA)



### PTA Constitution

1. The name of the Association shall be the Unsworth Primary School Parent/Teacher Association.
2. The objects of the Association are to advance the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Local Authority) and as an ancillary there and in furtherance of this object the Association may:
  - Foster more extended relationships between the staff and parents and others associated with the school.
  - Engage in activities which support the school and advance the education of the pupils attending it.

IT IS ESSENTIAL THAT THIS CLAUSE BE ADOPTED WITHOUT ALTERATION. This wording has been agreed between the Chief Inspector of Taxes, the Charity Commissioners and the Department of Education and Science as being acceptable for use by Parent/Teachers Associations. Any variations could render an Association liable to income tax on their investment income.

3. The Association shall be non-political.
4. The President of the Association shall be the Headteacher, who shall have the ultimate decision on all educational matters.
5. There shall be no annual subscription.
6. The Officers of the Association shall be the Chairperson, Vice Chairperson, Secretary and Treasurer.
  - The Vice Chairperson shall be given the first option of becoming the Chairperson for the next cycle of Office.
  - The Chairperson and the Vice Chairperson shall serve for a period of two years (from September 2018). The positions of Treasurer and Secretary shall also be for two years (to begin September 2018)

7. The management and control of the Association shall be vested in a committee of parents with children at the school, consisting of the following:
  - The Officers together with eight additional members three of which shall be parents of Infant children and three parents of junior children. Two members of staff. (On a rota)
  - All teachers shall be deemed members of the Committee with at least two in attendance at each meeting of the Committee. (September 2018)
8. Committee meetings shall be held at least once each term.
9. Two-thirds of the Committee shall constitute a quorum.
10. The Annual General Meeting of the Association shall be held in September.
11. Eight members shall constitute a quorum at the Annual General Meeting.
12. The Committee shall have the power to co-opt any sub-committee and prescribe the function of any such Committee.
13. Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted should have served.
14. Where parents no longer have children at the school, but wish to continue their interest in the school through the Association, such parents may be accepted as Friends of Unsworth Primary School and shall be entitled to full membership with the exception that they may not hold office as Chairperson, Vice Chairperson, Treasurer, Secretary or serve on the Committee.
15. No alteration of these rules may be made except at the Annual General Meeting or at a special 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. (This is another ESSENTIAL CLAUSE that must not be varied)
16. The Treasurer shall keep an account of all income and expenditure and shall submit audited accounts made up to the 31st July each year, at the

AGM. The Banking Account shall be in the name of the Association on the signature of any two officers.

17. Two auditors, not being members of the Committee, shall be appointed at the AGM to audit the accounts and books of the Association.
18. Any assets remaining on the dissolution of the Association after any outstanding debts and liabilities shall NOT be distributed amongst the 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 at law. (This is another ESSENTIAL CLAUSE that must not be varied)
19. The Association shall take out Public Liability Insurance to cover all its meetings and activities.
20. Any matters not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final.