

PTA CONSTITUTION

NAME:

1. The Association shall be called " **Friends of Clive School**".

OBJECTS:

2. The objects of the Association are to enhance and advance the education of the pupils in the school and to improve relations between staff, parents and the community. In furtherance of these objectives the Association may:
 - 2.1. Raise funds for curricular and non-curricular activities or resources.
 - 2.2. Organise social events amongst the members.
 - 2.3. The Association shall be non-party political and non-sectarian.

MEMBERSHIP:

3. All parents and/or guardians of present pupils, and members of the school staff have automatic membership to the Association.
 - 3.1. Membership will be free.
 - 3.2. All members shall have voting rights.
 - 3.3. Membership will cease for parents/guardians on the day their child leaves the school.
 - 3.4. Membership will cease for members of staff on the day they leave the school.
 - 3.5. The Head Teacher shall be invited to be President of the Association.

ADMINISTRATION:

4. The day to day management of the Association shall be vested in a 'Core Committee', who shall be elected annually at the Annual General Meeting. Core Committee members are the office bearers of Friends of Clive School Committee.
 - 4.1. The Core Committee shall be made up of a Chair, Vice-Chair, Treasurer and Secretary, plus other officers as deemed necessary, and a representative of the teaching staff. The Chair, Vice-Chair, and Secretary shall retire after one year in office. The Treasurer shall retire after two years in office.
 - 4.2. Upon retirement the 'Core Committee' member may seek re-nomination, providing there are insufficient new nominations at the Annual General Meeting.
 - 4.3. Members who are unable to attend the Annual General Meeting may submit nominations in writing to the Secretary at or before the Annual General Meeting.
 - 4.4. In the case of any member not being able to fulfil their full term the vacancy created should be for the outstanding period of the one-year term.
 - 4.5. The Committee may fill casual vacancies by co-option until the next AGM.
 - 4.6. The Committee may appoint subcommittees as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such subcommittee shall be reported to the Committee as soon as possible.
 - 4.7. The subcommittee shall not expend funds of the Association otherwise than in accordance with a budget agreed by the Core Committee.
 - 4.8. The Head Teacher shall have the right to attend Committee Meetings and be appraised of the activities of the Association.

MEETINGS:

5. A minimum of two Committee meetings to be held each term.
 - 5.1. Attendance by at least Eight members of Friends of Clive School shall constitute a quorum, to include at least two office bearers and a member of the teaching staff.
 - 5.2. The Annual General Meeting shall be held at the start of the spring term, for the purpose of receiving reports, accounts and the election of the Committee for the following year.
 - 5.3. Nomination shall be proposed by members and should have the consent of the nominee.
 - 5.4. Fifteen members shall be present at the AGM to constitute a quorum.
 - 5.5. Notice of the Annual General Meeting shall be made known to members at least 21 days before the date of the meeting.

- 5.6. The Committee shall submit properly audited financial statements at the meeting, showing the income and expenditure of the Association. These statements shall be available for inspection by all members.
- 5.7. Special General Meetings may be called at the direction of the Committee or at the request of a minimum of five members. This request must be in writing and given to the Secretary stating the object of the Special Meeting.
- 5.8. Notice of 14 days must be given to all members of any Special General Meeting and Five members shall constitute a quorum.

ACCOUNTS:

6. The Treasurer shall keep accounts of all income and expenditure and shall be required to produce a duly audited statement of the year's records at the AGM.
 - 6.1. The Auditor is to be appointed by general agreement of the Committee and will not be a member of the Committee or any subcommittee.
 - 6.2. Annual accounts to be prepared up to 31st August each year and duly audited prior to the Annual General Meeting.
 - 6.3. Bank accounts shall be operated in the name of the Association
 - 6.4. Withdrawals shall be made on the signature of at least two Association members at least one of which is a Core Committee member.
 - 6.5. The Committee shall be responsible for the funds and properties of the Association.
 - 6.6. Members of the Association shall not receive payment either directly or indirectly for their services but may be reimbursed for expenses incurred on behalf of the Association.

GENERAL:

7. Any matter not provided for in this Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee, whose decision shall be final.
8. The Association acknowledges that the Head Teacher shall have the ultimate say on all educational matters.
9. No alteration to this Constitution may be made except at the Annual General Meeting or at a Special General Meeting called for this purpose.
10. Alterations to the Constitution shall receive the assent of the majority of the members present and voting at an AGM or Special General Meeting.

DISSOLUTION:

11. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose.
 - 11.1 Such resolutions may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities.
 - 11.2 These assets 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, or in the event of the school closure, to the school to which the majority of the children from the closing school will go, in any manner which is exclusively charitable in manner.
 - 11.3 If effect cannot be given to this provision, then the assets can be given to some other charitable purpose nominated by the Committee.

Clive CE Primary School

The Hill

Grinshill

Shrewsbury

SY4 3LF

Registered Charity Number: 1102576