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Charity number: 1079301



PTA Constitution

1. Name

The name of the association shall be Probus School Parent and Teacher Association (PTA).

2. Aims

The aims of the association will be:

- To promote co-operation and extend relationships between parents, school staff and pupils
- To raise funds for the use of the school
- To engage in activities which support the school and enhance the education and welfare of the pupils attending the school
- To discuss and consider applications put to the PTA from pupils, parents and school staff and to grant funds to support such applications where the request is passed by the majority of the PTA

3. Membership

- Membership shall be open to all parents/guardians of pupils attending the school
- The office bearers will be – Chairperson, Secretary, Treasurer and a Teacher.
- The officers and committee shall be elected at the Annual General Meeting and shall be elected for a one year term and be eligible for re-election
- Nominations shall be proposed and seconded by members and should have the consent of the nominee
- Any member is eligible to be elected as an officer
- Membership shall be free for all members of the association
- Each member of the PTA shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberate and casting vote. The Chairperson's vote shall be used only in the event of a tie
- 5 members of the committee is required for a quorum (The minimum number of members that must be present at any of its meetings to make the proceedings of that meeting valid). This should preferably include 2 officers
- Committee members should stand down when their last child at the school reaches Year 6. This would mean the parent would normally still be around if any problems cropped up after the end of their tenure

4. The Committee

- Meetings should be held as required
- The secretary shall be responsible for keeping accurate minutes of all meetings and for sending copies out to all members
- The funds of the PTA shall be lodged in a bank or building society in the name of the PTA. Cheques shall be drawn or withdrawals made against the signatures of at least 2 named PTA Committee members
- Money taken at any PTA event shall be counted by 2 committee members – one of whom shall normally be the treasurer
- The treasurer shall be responsible for keeping account of all income and expenditure and will present a financial report at every PTA meeting
- The treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA and shall present the accounts for approval by the members at the AGM. The accounts shall be examined by the independent examiner appointed at the previous AGM by the committee. (the independent examiner does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of the committee and whom everybody trusts)

5. Changes to the Constitution

Changes or additions must be made at an AGM or EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

6. Insurance

The association shall take out public liability and personal insurance to cover its activities and committee.

7. Dissolution

In the event that the PTA ceases to exist any remaining funds should be ring fenced in a separate account to be used to fund activities for the benefit of the children at Probus Primary School, that the budget cannot cater for.