**PTA Constitution**

**1. Name**

The name of the Association is the Bryn Offa Parent Teacher Association (BOPTA).

**2. Objects**

To advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school, and to further these objects the PTA may:

a.     Foster more extensive relationships between the staff, parents and others associated with the school; and

b.     Engage in activities which support the school and benefit the pupils attending it.

**3. Limitation of the purposes of the Association**

Nothing in these rules shall permit the Association, or any of its Committees to interfere in the administration or management of the school.

**4. Membership**

All members of staff, the governing body and parents or guardians of children attending the school shall automatically become members.  Other people with an interest in furthering the objects of the Association may apply for membership and be admitted at the discretion of the Committee.

**5. Executive Named Committee Members (ENCM)**

a.  The Headteacher shall be President of the Association.

b.  The ENCM’s shall be the Chair, Vice-Chair (Optional), Secretary, and Treasurer, to be elected annually at the Annual General Meeting. In special circumstances ENCM’s may be co-opted until the next AGM. No one of these members can continue to hold one office for more than three years but is eligible for election to another post. After one year has elapsed, a person is eligible to serve for up to three years in a previous post. If a vacancy remains unfilled at the time of the first meeting of the Committee elected at the Annual General Meeting, the Committee may, at their discretion invite the retiring Officer to serve, even though that person has already served for three years or more in that position. The above positions shall be elected at the appropriate Annual General Meeting. Nominations for such posts must be made in writing and sent to the Secretary 14 days prior to the AGM.

c. ENCM’s have the ownership to make decisions and organise suitable events on behalf of the PTA

d. ENCM’s can obtain and pay for goods and services as necessary for carrying out work on behalf of the PTA.

e. None of the ENCM’s should not undertake or agree an activity without the consent of the headteacher or without the majority vote of other ENCM’s

**6. Annual General meetings**

The Annual General Meeting shall be held in the Autumn term and 21 days’ notice of this meeting shall be sent to all members. 21 days’ notice shall be given of any Special General meeting to all members of the Association.

a) The Annual General Meeting shall be held no later than the end of December in each year. The Secretary shall give 21 days’ clear notice of such meetings to all members via the Team Managers and Club notice boards.

b) The agenda for the AGM shall consist, as a minimum, of the following items: -

i) Chairpersons Opening Address

ii) Treasurers Report

iii) Changes to Rules

iv) Election of New Officers

v) A.O.B.

c) Any proposal at the AGM shall come into effect if it receives a majority vote and will be recorded as such.

d) An Extraordinary General Meeting may be convened by the Executive Management

Committee when deemed necessary or on written request of two General Management

Committee members, or at the discretion of the Chairman. The Secretary shall give 10 days’ notice of such a meeting and 60% of the General Management Committee shall form a quorum.

**7. Committee Meetings**

All members are entitled to attend any meetings of the

association. Meetings can be held physically or virtually. A virtual meeting

may be held by suitable electronic means agreed by the committee

members in which each participant can see and hear all other participants.

These meetings must comply with all other rules for the meeting,

including chairing, taking of minutes and quorums.

All meetings are called by giving 14 clear days written notice of the

meeting to the members. The notice should specify the date, time and

location of the meeting as well as give an overview of the agenda by chairperson (see attached job description)

**8. Finance**

Bank accounts shall be operated in the name of the Association.

a.     The Association has power to accept donations, subscriptions or otherwise raise funds for the purpose of the Association, to the extent that such activity should not include permanent trading.

b.     Cheques shall be signed by two Officers

c.     The accounts shall be kept by the Treasurer and shall be audited by one auditor appointed at the Annual General Meeting.

d.     Event expenses will be paid by cheque within 7 days of an event providing those receipts are presented. No payments of expenses will be made on the day of an event.

For security reasons, the Treasurer and one other Committee Officer will regularly remove money from the high earning stalls at any Event.

1. £15.00 amount taken by the Treasurer will be noted down and left in the money box.

2.     At any large Event, only 2 or 3 persons (to include the Treasurer or if the Treasurer is not available, one other Officer) are permitted to be present and to count the money at the conclusion of the event.

3.     All monies to be collected from all stalls by Officers before the counting starts.

4.     Where possible two Officers will take all monies from Events to be banked as soon as is possible post event. All money is to be kept locked in the safe until such time as it is banked.  If it is not possible to have two Officers, then there must be still 2 persons, one of whom is to be an Officer.

5.     Two Officers can agree in writing, a spend of up to £500 outside of a PTA meeting. However, where possible all expenditure to be agreed at a PTA Meeting. Any expenditure agreed by the Officers outside a Meeting, should be declared at the next Meeting so that it can be minuted.

**9. Amendments**

No alteration to this Constitution may be made except at the Annual General Meeting or at a Special General Meeting called for the purpose. No amendments or alterations shall be made without the prior written consent of the Charity Commissioners to Clauses 2, 8 and 9, and no amendment shall be made which could cause the Association to cease to be a charity at law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.

**10. Dissolution**

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 school, or in the event of a school closure, to the school to which most of the children in the closing School will go, in any manner which is exclusively charitable at law.  If effect cannot be given to this provision, then the assets may be given for some other charitable purpose.