**Neilston Learning Campus Parent Teacher Association**

**Constitution**

1. **Title**

The Association shall be known as the Neilston Learning Campus Parent Teacher Association (hereafter referred to as the “Association” or the “PTA”).

1. **Aims**

The aims of the Association are to advance the education and wellbeing of our pupils by providing or assisting in the provision of facilities and opportunities for education and social development (not normally provided by the Local Authority) at Neilston Primary School and Madras Family Centre (hereafter known as NLC). This includes:

a)     engaging in activities which support and advance the education, wellbeing and social development of the pupils attending NLC, including, but not limited to, fundraising and after school activities;

b)   considering applications for funds put to the PTA from Teachers, Pupil Council, Parent Council and wider parent body and granting funds to support such applications where the request is passed by a majority of the General Committee;

c)     promoting close co-operation and communication between parents, teachers and the wider community where appropriate;

d)    ~~studying and discussing matters of mutual interest relating to the education and welfare of pupils;~~ **studying and discussing matters of mutual interest with NLC relating to the education and welfare of pupils where these matters relate to fundraising activities or projects. This may or may not also be in conjunction with the Parent Council where appropriate;**

e) any other activity that the General Committee agrees by majority furthers the aims of the Association.

1. **General Membership**

The Ordinary Members of the Association shall comprise all parents or guardians of children attending NLC and all teachers employed at NLC.

The PTA will operate as a separately constituted association maintaining close links to the Parent Council.

1. **The General Committee of the Association**

The business of the Association shall be managed by a Committee of no less than 4 members (including Office Bearers) and no more than ~~25~~ **30** members and ~~may~~ **should** normally consist of parents, carers and at least one staff representative.

Members of the Committee shall be appointed at the AGM. They shall be expected to serve for at least one academic year, except by agreement or in exceptional circumstances.

The Committee has the right to appoint further members during the course of the academic year should this be deemed in the interests of the Association.

In the event of any vacancies, the Committee shall have the right to co-opt as many members as necessary to complete the complement until the following AGM.

Where a member of the Committee fails to attend 3 consecutive meetings (without prior agreement) and does not play an active role in any of the activities of the Association, the General Committee reserves the right to ask the member to step down.

Meetings of the General Committee shall be held as required during term time, normally once per month. At all meetings of the Committee no less than 4 General Committee Members, at least two of whom are Office Bearers, shall form a quorum for voting purposes.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present, providing there are enough members in attendance to form a quorum. The Chair shall have the deciding vote which shall be used only in the event of a tie. Committee Members who are not able to be present shall have the right to vote by proxy, providing this has been arranged in writing with the Chair prior to the meeting.

The committee shall have the power to appoint sub-committees who may in turn appoint members where appropriate.

A representative from the PTA Committee will attend Parent Council meetings where necessary and a representative from the Parent Council will also be welcome to attend PTA General Committee meetings to ensure good communications between the two groups.

1. **Office Bearers**

The Office Bearers of the Association shall consist of:

* 1. Chairperson
	2. Secretary
	3. Treasurer

The General Committee of the Association may appoint such other Office Bearers as may from time to time be deemed necessary.

The Office Bearers will be elected by the Committee at the AGM. Office Bearers will hold office for one year, being eligible for re-election. Where an Office Bearer’s position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members and to NLC. Copies should be made available to the Parent Council and to any ~~member~~ **Ordinary Member** of the Association **(i.e. Parent, Carer or Teacher)** who requests them.

1. **Powers of the Association**

The Association shall have the power to do anything considered by the General Committee to be in furtherance of the aims.  This includes the power to:

a)     raise funds and invite and receive contributions from external funding sources in furtherance of the aims of the Association;

b)    purchase, retain and sell any assets of any description;

c)     pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the business of the charity and funds of the Association;

d)    reimburse members from the funds of the Association any expenses resulting from the performance of their duties and powers which arise from the agreed activities of the Association. All expenses must be submitted to the Treasurer in a timely manner and accompanied by a receipt or other proof of expenditure. Expenses over £30 must only be incurred by prior agreement of no less than two Office Bearers.

e)     recruit (and where necessary, make payment to) any person whose professional services or advice are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association;

f)     establish and operate both current accounts and deposit accounts with bankers in the name of the Association provided that cheques or payments drawn on such accounts shall not be authorised by less than two ~~members~~ **Office Bearers** of the Committee.

1. **Annual General Meetings**

The Annual General Meeting (AGM) shall be held in ~~June or~~ September of each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:

a)    a review of the work of the Committee for the preceding academic year;

b)    approval of the Accounts for the preceding year;

c)     appointment of an independent examiner of the Accounts;

d)    reports from the Office Bearers;

e)     election of members to serve on the Committee and Office Bearers;

f)     discussion of motions received.

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

At all Annual General Meetings the quorum shall consist of no less than 4 members of the Association including Office Bearers.

The General Committee or a minimum of 25 Ordinary Members, on submission of a formal written request, shall have the power a call Extraordinary General Meeting (EGM).

Any Ordinary Member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

1. **Finance**

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals or electronic payments made against the signatures/electronic authorisation of two named ~~Committee members~~ **Office Bearers**.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association and for the sound administration of any other financial matters relating to the Association.

The Association’s financial year shall end on the last day of June in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.

The Association shall not enter into any kind of financial arrangement that can lead to the Association becoming indebted to the Bank or any other financial institution or individual.

1. **Alterations to the Constitution**

Changes or additions must be made at an AGM or an EGM called for the 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.

1. **Dissolution**

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 ~~members~~ **Ordinary Members** of the Association voting in person plus the Chair of the Association. Any remaining funds should be distributed for the benefit of the children at ~~the school and family centre~~ **NLC**.

***[Happy to amend this clause following input from Parent Council]***