

St Mary's Catholic Primary School Parent Teacher Association (PTA) Constitution



The St. Mary's Catholic primary School Parent Teacher Association (PTA) is made up of parents and/or guardians of the pupils attending the school and the teaching staff. These individuals are known as 'Members' of the Association.

AIMS

To promote and build close relationship between pupils/, parents, teachers and the wider school/ parish community together through charitable events and fundraising activities.

POWERS

The PTA shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

COMMITTEE MEMBERS

The membership consists of parents/carers of children attending St. Mary's Catholic Primary School and school staff as selected by the members.

Members of the committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. The office bearers will be the Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the committee at the AGM.

Meetings of the committee shall be held as required. At all meetings of the committee, 5 members at least one of which is an office bearer, shall form a quorum. Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. 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 Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association. It is important to keep accurate minutes to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school.

ANNUAL GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the members of the PTA at least two weeks in advance. At an AGM we will :-

- 1) Review last year's accounts and receive approval of the accounts.
- 2) Appoint an independent examiner for the association.
- 3) Report on the PTA's activities
- 4) Discuss any resolutions submitted by the members .
- 5) Appointment of the office bearers for the coming year.

A General Meeting may also be called for special reasons by any Member of the PTA if changes to this Mission or Committee are to be made.

COMMITTEE MEETINGS

Closed Committee meetings for the elected Members will be held regularly as required to ensure the smooth running of the PTA. Nominations will need to be given at least 1 week in advance of AGM.

PTA MEETINGS

Meetings of the PTA shall be held as required. All Members are invited to attend any General Meeting of the PTA and will be given 14 days notice of the date, time and location along with an overview of the Agenda. Notification will be given by email through PTA Social, on the parents Facebook page and in the weekly school bulletin.

FINANCE

The funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA. We have access to online banking to ensure swift payments. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members. The PTA shall be responsible for ensuring that all property/money received by/for the members/PTA Committee shall be applied for the aims of the PTA.

The books shall be brought to balance on the last day of March. The accounts shall be examined by an 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 everyone trusts).

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or a PTA meeting 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.

DISSOLUTION

In the event that the PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school as necessary.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or a PTA meeting 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.

DISSOLUTION

In the event that the PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school as necessary.