

**Calow Church of England (VC) Primary School
Parents, Teachers and Friends Association (PTFA)**

CONSTITUTION

1. The name of the Association shall be:
Calow Primary School Parents, Teachers and Friends Association (PTFA)
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:
 - a) Develop more extended relationships between the staff, parents and others associated with the school.
 - b) Engage in activities which support the school and advance the education of the pupils attending it.
 - c) Provide and assist in the provision of such items for education at the school (not provided from statutory funds) as the committee in consultation with the governing body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
4. The Association shall take out public liability and personal accident insurance to cover its meetings, activities, officers and committee.
5. Membership shall consist of all parents and/or guardians of pupils attending the school, all teachers and any friends of the school eg parents of past pupils.
6. The management of the Association shall be vested in a committee consisting of the following officers: Chair, Vice-Chair, Secretary, Treasurer, Vice-Treasurer, Publicity Officer together with a maximum of twelve other members.
7. The officers and committee shall be elected at the Annual General Meeting (AGM) and shall serve until the commencement of the next AGM.
8. A third of the total number of members on the committee at the time of the AGM shall constitute a quorum.
9. The committee may appoint sub-committees, drawn from members of the Association, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the committee.
10. Committee meetings shall be held at least once each term but will be open to any member of the Association, though only the committee members themselves may vote on an issue.
11. The AGM shall be held in **September**. At the AGM the Chair shall be taken by the Headteacher of the school (or nominee) during the election of a Chair, who shall then take over the business of the meeting.

12. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM.
13. The committee may fill casual vacancies by co-option until the next AGM without exceeding the maximum number in clause 9.
14. Two auditors who are not members of the committee shall be elected annually at the AGM to audit the accounts and books of the Association.
15. The Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all committee meetings and shall present the accounts duly audited for approval by the members at the AGM.
16. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any **two** of the following officers: Treasurer, Vice-Treasurer, Secretary or Publicity Officer.
17. The financial year shall commence on **1st September**.
18. Any matter not provided for in the constitution and concerning the organisation shall be dealt with by the committee whose decision shall be final.
19. No alteration to this constitution may be made except at the AGM or at a Special General Meeting called for this purpose. No amendments or alterations shall be made without prior written permission of The Charity Commission to Clauses 2, 19 and 20 and no alteration shall be made which caused the Association to cease to be a charity in law. Alteration to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.
20. 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 for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of children of the closing school will go, in any matter which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.