

CONSTITUTION FOR ST. JOHN'S SCHOOL PARENT TEACHER ASSOCIATION

1. Name:

The name of the Association shall be: The St. John's School Parent Teacher Association (PTA) (hereinafter called the "**Charity**")

The objectives of the charity shall be:

- a. To foster cooperation between staff and the school, parents and all others associated with the school.
- b. To support, by all available means, the educational policies laid down by the school.
- c. To form an organising body to promote activities concerned with furthering the sense of community and welfare of all children attending the school.

The President of the Charity shall be the Headteacher.

2. Definitions:

- a. "The Charity" shall mean the "*St. John's School PTA*";
- b. "Rules" shall mean the Rules of this Constitution as amended from time to time;
- c. Words importing the singular number only shall include the plural and vice versa;
- d. Words importing the masculine gender only shall include the feminine gender;

3. Membership

Membership of the Charity shall consist of those persons whose names have been enrolled as members and have not subsequently been removed from the Register of Members in accordance with the Rules of the Charity. The privileges of membership shall not be transferable or transmissible and shall cease on death.

4. Officers of the Charity:

There shall be the following Officers of the Charity:-

- A Chairman
- A Vice-Chairman
- A Treasurer
- A Secretary

and such other Officers as the Members of the Charity may from time to time elect.

The first Officers of the Charity shall be those persons named in the Schedule hereto. No person who is not a member of the Charity shall be eligible to be an Officer.

5. Removal of Officer:

Any Officer of the Charity shall cease to be an Officer:-

- (a) If he shall fail to attend three consecutive meetings of the Committee except by leave of the Chairman or Vice-Chairman, or
- (b) If by notice in writing addressed to the Secretary he resigns his office, or
- (c) If the Committee by a majority of two-thirds of such of the Committee members as shall be present at a Meeting duly convened for the purpose shall resolve that an Officer be removed.
- (d) If he is guilty of misconduct or is incapable by reason of mental or physical disability of performing his duties or becomes "non sui juris" or has appointed an attorney without whom he may not act in matters real or personal or suffers his goods to be declared "en désastre" or commits any act of bankruptcy or indicative of insolvency or makes any arrangement or composition with his creditors or suffers any distress or execution to be levied on his goods.

6. Committee

- (a) The affairs of the Charity shall be managed by an executive body (herein referred to as the Committee) which shall consist of the Officers of the Charity together with *no* more than four committee members who shall be elected annually at the Annual General Meeting of Members.
- (b) All members of the Committee whether elected, co-opted or holding office by virtue of being an Officer shall be entitled to vote at all proceedings of the Committee.
- (c) A quorum for Committee meetings shall consist of that number of persons attending in person which shall exceed fifty per cent of all of those persons entitled to attend and vote at such meetings provided that at least one of such persons shall be an Officer.
- (d) The Committee shall have power to fill casual vacancies among the elected members of the Committee.
- (e) The Committee shall have power to appoint sub-committees for such purposes and on such terms as shall be laid down from time to time by the Members at a General Meeting.

4. Meetings of the Members of the Charity:

- (a) There shall be an Annual General Meeting of the Members of the Charity held within the month of September
- (b) The Annual General Meeting shall be called by notice in writing of 21 days at least. The notice shall name retiring Committee members and shall call for nominations and any amendments to the Rules, duly proposed and seconded.
- (c) The Committee may at any time convene an Extraordinary General Meeting by giving 14 days notice in writing.
- (d) At all General Meetings a quorum shall consist of three members

The Annual General Meeting, Ordinary Meetings and Extraordinary Meetings are herein referred to as 'General Meetings'.

- 5. Alterations or additions to the rules shall be made only at the AGM or at a General Meeting called for the purpose.

9. The Chairman:

The Chairman or failing him the Vice-Chairman, shall preside if present at the meetings of the Committee and of the Members of the Charity and failing this the meeting shall elect its own Chairman. The Chairman of the meeting shall have a casting vote in addition to his ordinary vote.

10. Finance:

- a. The Charity's financial year shall end on the 31st day of August in each year.
- b. The Treasurer shall cause proper books of account to be kept with respect to:-
 - i. all sums of money received and expended by the Charity and the matters in respect of which such receipts and expenditure take place;
 - ii. all sales and purchases of goods by the Charity; and
 - iii. the assets, credits and liabilities of the Charity.

- c. Proper books shall be kept to give a true and fair view of the affairs of the Charity and to explain the transactions.
- d. All funds of the Charity shall as soon as possible after receipt be paid into the Bank Accounts to be opened and maintained in its name. Such Accounts shall be under the control of the Committee, which shall from time to time provide for their method of operation but so that the signature of at least two Officers one of whom shall be either the Treasurer or the Chairman or Vice-Chairman shall at all times be required.
- e. All payments of money to be made on behalf of the Charity shall be applied towards the object of the Charity as set out in its Constitution and providing there are sufficient funds and the expense is relevant and appropriate:
 - i. Any PTA expense up to the value of £100 can be agreed by President, Chair & Treasurer
 - ii. An expense between a value of £100 - £250 needs to be agreed by the majority of the following; x3 PTA officers, President and Vice-President, core PTA meeting attendees and class reps
 - iii. Any expense of the value £251 and above needs to be agreed at a PTA meeting or by written notification to the school community as a whole.
- f. The Committee shall make adequate arrangements for the security and safe custody of all monies and books belonging to the Charity.

11. Members Right of Inspection:

The Members of the Charity shall have the right at all times to examine all books, documents and accounts of the Charity provided that this right is exercised by at least two Members.

12. Dissolution:

If the Charity resolves by a simple majority of those present and voting that the Charity shall be dissolved, any assets remaining after the satisfaction of all proper debts and liabilities shall be transferred to The Association of Jersey Charities for its general Charitable purposes.

13. Alteration to this Constitution:

These Rules may be altered by a resolution passed by a simple majority of those present and voting at a meeting of the Members of the Charity provided that no such resolution shall be considered unless notice in writing setting out the terms of the resolution shall have been sent to every Member of the Charity not less than four weeks before the date of the meeting at which it is to be considered.