

Friends of St. Francis Catholic Primary School Constitution

AIMS

- a) to promote close co-operation and communication between parents and teachers

- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils

- c) to engage in activities which advance the education of pupils attending the school and support the staff in their teaching.

NUMBER OF COMMITTEE MEMBERS

The membership consists of parents/carers/family members of children attending St. Francis Catholic Primary School and anyone from the wider community, as approved by the committee and the school, whom offers appropriate skills to benefit the AIMS of the Friends, and school staff as nominated by the school.

GENERAL MEETINGS

The Annual General Meeting (AGM) shall be held in the last week of September each year. The notice calling the meeting shall be sent to the members of the PTA at least two weeks in advance.

The business shall include:-

- a) the work of the PTA, to include a report to the members of what's been bought.

- b) approval of the accounts

c) appointment of an individual who will review the annual accounts

d) any resolutions submitted by the members

e) election of members to serve on the PTA

At all general meetings voting shall be on the basis of one vote per full PTA Committee member present at the meeting.

At all general meetings the quorum shall consist of a minimum of 4 Committee members.

The PTA Committee shall have power to call an Extraordinary General Meeting.

PTA MEMBERSHIP

Members of the PTA Committee shall be appointed at the AGM. They shall be elected for a two year term and be eligible for re-election.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the PTA Committee at the AGM.

The PTA Committee may co-opt up to two members to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members of the Committee are not eligible to vote.

Each member of the PTA committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member.

A member of the PTA Committee failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTA.

Should a member act in a way that is not within the aims/objectives of the PTA or bring it into disrepute, following consultation between the committee and the school, may be asked to quit the PTA.

MEETINGS

Meetings of the PTA shall be held as required. At all meetings of the PTA 4 Committee members, at least two of whom are office bearers, shall form a quorum.

A quorum is only valid if all the PTA Committee members have been informed of the meeting, and sent notice of the items of business, in advance.

All PTA meetings shall be open and any member may attend although they will not have voting rights.

FINANCE

The funds of the PTA shall be lodged in a bank, building society or other account in the name of the PTA. Cheques shall be drawn or withdrawals made against the signatures of at least two named PTA Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the members.

The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the PTA Committee and whom everyone trusts.

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.

Funds raised shall be spent in a manner agreed at committee meetings and passed for approval to the school to ensure that the AIMS are met.

CHANGES 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.

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.

This constitution has been produced based on the model constitution provided by SPTC.