

PTA Constitution

St Aidan's Primary School
PARENT TEACHER ASSOCIATION CONSTITUTION
Updated 19th September 2016

AIMS:

- a) To promote close co-operation and communication between parents, teachers and school council.
- b) To engage in activities which support and advance the welfare and education of the pupils attending the school.

MEMBERSHIP:

The membership will consist of all parents/carers of children attending St Aidan's Primary School and all academic staff.

GENERAL MEETINGS:

The Annual General Meeting (The AGM) shall be held jointly with Parent and staff at the start of the new school year. The notice calling the meeting shall be posted at least 7 days in advance, business shall include:

- a. The work of the committee via a report from the Chairperson
- b. Treasurer's report and accounts
- c. Approval of the accounts
- d. Election of members to serve on the committee in the coming year.

COMMITTEE:

The business of the Association shall be managed by a committee consisting of teachers and parent(s).

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 PTA will consist of a Chairperson/ Secretary and Treasurer .

Meetings of the committee shall be held as required.

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

It is important to keep accurate records to show how money raised has been used to fund specific items rather than recorded as an amount donated to the school. A report should be made at the end of the school year to the parents to show what has been bought.

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 made against the signatures of two names committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The books shall be brought to balance whenever an event takes.

CHANGES TO THE CONSTITUTION:

Changes or additions must be made at a meeting called for that purpose. The proposed change shall be discussed in the meeting and mended as needed.

DISSOLUTION:

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