

FREWEN COLLEGE PTFA CONSTITUTION

1. NAME

The name of the Association shall be "Frewen College PTFA"

2. AIMS

- i. to promote close co-operation and communication between students, parents/carers, staff, governors and friends associated with the School, e.g. by the appointment of Year Group Representatives (past and present).
- ii. to engage in activities which support the School and advance the development of the School Community.
- iii. to organise social events for the enjoyment of the School Community, i.e. students, parents/carers, staff, governors and friends.
- iv. to raise funds for the benefit of the School and local charities, in consultation with the Principal
- v. to do anything considered to be in furtherance of the aims save that the Association shall be non-political and non-sectarian

3. MEMBERSHIP

Membership of the association shall be automatic and open to all parents/carers of students (currently attending the School) as well as current members of the teaching and non-teaching staff. Friends of the School whether Volunteers, Alumni and other Supporters/Partners may also participate in the association by invitation. No subscription fees will be applied upon joining the association.

4. MANAGEMENT OF THE ASSOCIATION

The management and control of the Association shall be vested in a Committee, the total membership of which shall not exceed twenty and shall consist of the following:

- a) parents/carers of students attending the School and current members of the teaching and non-teaching staff

- b) the Committee shall have a minimum of 5 members and a maximum of 20 including officers; these roles are subject to a maximum term of 3 years unless specifically extended by the Committee.
- c) the Principal shall appoint a Staff Liaison Representative who will be entitled to attend all meetings of the Committee but will not have voting rights.
- d) the Committee will include:
The Principal (ex officio), The Association's Officers - Chair, Deputy-Chair, Secretary and Treasurer. Parents/ carers of students attending the School; coming from as wide a cross section of students as possible. One or more members of the current staff of the School in addition to the Staff Liaison Representative - All with relevant disclosure barring checks.

Committee Meetings

- e) Committee meetings shall be held at least once each term
- f) four Committee members present at a Committee meeting shall constitute a quorum
- g) all Committee meetings will have an Agenda. Minutes will be taken of all meetings and copies of all Agendas and Minutes will be circulated to members and Staff Liaison Representative
- h) failure of any Committee member to attend three consecutive Committee meetings will lead a review of participation at committee level and may lead to termination from the term of appointment on the Committee
- i) a simple majority is required for votes, with abstentions recorded as non-votes, casting vote may be taken by the Chair should a decision be needed for any reason during the committee meeting.
- j) the Committee may appoint Sub-Committee (also known as a Community Event Team) as it may deem necessary and any such Sub-Committee shall act as directed by the Committee and advise the Committee of its findings and recommendations

General Meetings

- k) the Annual General Meeting (AGM) will normally be held in the autumn term of each academic year. At the AGM, the Chair shall be taken by the Chair, or in his/her absence, by the Deputy Chair of the Committee.
- l) a minimum of TWENTY-ONE days' notice of the AGM will be given and a letter will be presented to all parents/carers normally in September of each year informing them of the date of the AGM which will also contain a request for nomination of volunteers who will be prepared to stand for election at the AGM
- m) 8 people present at the AGM shall constitute a quorum
- n) accounts examined by an independent Examiner will be presented at the AGM
- o) at the AGM, current Committee members who are offering themselves for re-election will stand down and, together with other potential new Committee members, potential Committee members will be elected via secret paper ballot. A brief presentation of the Committee roles and nominees will precede the ballot to facilitate the process and may be carried out in advance of the AGM
- p) if there is more than one nomination for an office, and the outcome of the secret ballot is tied the results will be scrutinised by the Staff Liaison Representative or failing him/her a person nominated by him/her who will have the casting vote where the vote is for the position of Chair else the Chair will have the final casting vote for all other positions.
- q) if there is a "tie" in the voting, the Staff Liaison Representative or his/her nominee will have a casting vote by exception of 4(c) and (p) above

- r) the formal appointment of the new officers of the Committee will take place or ratified (if voted into post at the AGM) at the 1st Committee meeting of the new academic year, which will be held where feasible immediately after the conclusion of the AGM and they will serve until the conclusion of the next AGM
- s) between Annual General Meetings the Committee shall, where there are vacancies, have the power to co-opt parents/carers or members of staff to membership of the Committee. Such co-opted members will serve until the next Annual General Meeting or as appropriate, when their membership will be subject to confirmation in the normal way.
- t) the Committee shall have power to co-opt and to appoint Sub-Committees for the discharge of specific functions it may prescribe and to invite members of staff to join the Committee and Sub-Committees.
- u) the committee will invite interested parties, partners and stakeholders as appropriate to meetings e.g. representatives of local business, charities and the Court of Governors

5. **FINANCE**

- a) a separate bank or building society account in the name of Frewen College PTFA will be kept at a bank designated by the Committee and changes to the bank will not be made without the prior approval of the Committee. No single individual (e.g. the Treasurer) shall have sole authorisation open or close any bank or building society account of the Association; all actions will be with express approval of the Committee.
- b) the financial year shall commence on 31st August
- c) 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 examined by an independent Examiner for approval at the AGM or by 31st March/within the Spring term
- d) withdrawal from the bank or building society account shall be made on the signature of any 2 officers of the Committee and authority will be given to 3 Committee members to be

designated as signatory on the account from the following members: a) Chair; b) Treasurer; c) Secretary; and d) any member or members of the Committee nominated for this purpose by a resolution of the Committee.

- e) a minimum of three members of the Committee will be authorised for the use of at least one cash and carry account for the benefit of the Committee.
- f) an independent examiner, who is not a Committee member or a relative of any Committee members, will be appointed during the year by the Committee to examine the accounts and the books of the Committee

6. **CONSTITUTION**

- a) any matter not provided for in the Constitution and concerning the organisation and the activities of the Committee shall be dealt with by the Committee whose decision will be final
- b) no alteration to this Constitution may be made except at the AGM or a Special General Meeting (SGM) call for this purpose. No amendments or alterations shall be made without the prior consent of the Principal. Alterations to the Constitution shall receive the assent of a majority/most of the members present and voting at the AGM or SGM
- c) a special General Meeting shall be convened at the request in writing, to the Secretary, of 8 members of the Association. Such a meeting shall be held within THIRTY days of the request. Agenda motions submitted shall be circulated to all members.
- d) the Association shall take out Public Liability Insurance to cover all its meetings and activities.

7. **DISSOLUTION**

The Committee may be dissolved by a resolution presented at the AGM or SGM called for this purpose. The resolution must have the assent of a majority/most of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any debts and liabilities. Any surplus will

be donated to charity/ties and to the School as directed by the General Meeting.

27/01/17

A handwritten signature in black ink, consisting of a circular scribble followed by a long horizontal line.

Auto.

njwale.

A handwritten signature in blue ink, consisting of several stylized, overlapping loops.

BSQ.