

The Allenbourn Middle School

Parents Association – Constitution

1. The name of the association shall be The Allenbourn Middle School Parents Association.
2. The object of the Association is to advance the education of the pupils of the school by providing and assisting in the provision of facilities at the school and in furtherance of this object, the Association may;
 - 2.1. Foster more extended relations between the staff, parents and others associated with the school and,
 - 2.2. Engage in activities that support the school and advance the education of those attending it.
3. Membership of the Association is available without subscription to all parents and Guardians of Children at the School, Teachers and Governors.
4. Where the Parents no longer have children at the School, but wish to continue in the School through the Association, such Parents may be accepted as Friends of the School (or Associate members) and shall be entitled to full membership with the exception that they may not vote at the Annual General Meeting (AGM) or hold office as Chairman, Secretary, Treasurer.
5. The Association shall favour no particular religion or political party.
6. A committee consisting of the following member's shall have control and management of the Association.

Officers (minimum):-

Chairman
Treasurer
Secretary

The Committee – to consist of

The Officers
The Head Teacher,
One, or two, Teacher Representative(s)
and a maximum of 20 ordinary members.

7. Committee elections will take no place at the Annual General Meeting as follows:-
 - 7.1. The Chairman will be elected annually, normally from along members who have previously served as Committee Members.
The Chairman may only serve in this post for two consecutive years after which a new Chairman must be elected
If none of the existing committee members are willing to be nominated for the Chairman's role, then a person with at least one full year's experience of serving on a PTA committee at another School may be nominated for election.
 - 7.2. A vice Chairman may be elected Annually.

- 7.3. A Treasurer, a Secretary and Ordinary Members shall be elected annually, All shall be eligible for re-election, subject to continuing eligibility.
- 7.4. The new committee shall take office immediately following the AGM
- 7.5. The Committee, shall co-opt as necessary.
8. The Committee shall also have authority to co-opt and appoint other Sub-Committees and shall prescribe their function. Each Sub-Committee so formed shall include at least one full Committee Member. All Sub-Committees are answerable to the main Committee and subject to decisions thereof.
9. At least two Officers and three Members of the Committee shall form a quorum
10. Committee meetings may be held at such times and places as the Committee may direct. The Chairman shall have a casting vote should the situation arise.
11. The AGM of the Association shall be held within the first half term of the new School year and the chair shall be taken by the Chairperson, or in absence the Vice-chairperson.
12. A quorum for the AGM shall be formed by quorum of the main committee plus 5 members. Should a quorum not be present then a further meeting to carry out the business named on the agenda for the original meeting shall be called as soon as possible. The same quorum shall apply to this meeting.
13. A special General Meeting (SGM) may be called at any time subject to fourteen days notice in writing by resolution of the committee or by written notice signed by at least 10 members of the Association. Such notice to state fully the nature of the business for which the meeting is called. The SGM may conduct only the business stated on the convening notice. A quorum as applied to the AGM shall apply to this meeting.
14. No alteration of the rules may be made except at a AGM or at a SGM called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause, which would cause the Association to cease to be a Charity at Law.
15. The honorary Treasurer shall keep an account of all income and expenditure and shall submit audited accounts at the AGM. The association funds shall be held in the name of Allenbourn Middle School Parent's Association and withdrawals shall require any two of the following signatures: Chairperson, Treasurer, and Secretary.
16. An auditor, not being a member of the Association, shall be appointed annually to audit the accounts and books of the association.
17. Any asset remaining on dissolution of the Association, after satisfying any outstanding debts or liabilities, shall not be distributed amongst the members of the Association but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable at Law.
18. The Association shall take out Public Liability Insurance to cover all meetings and activities.
19. Any matter not provided for in the constitution shall be dealt with by the committee, whose decision shall be final.
20. The Head Teacher or his appointed representative shall have the ultimate decision on all educational matters relating to the use of the School Premises and grounds.