

Ysgol Cradoc



Cradoc School

Registered Charity/ Elusen Gofrestredig; 1066852

Constitution for The Friends of Cradoc Primary School (PTA) based on the standard Institution of the National Confederation of Parent Teacher Associations.

1. The name of the Association shall be THE FRIENDS OF CRADOC PRIMARY SCHOOL (PTA)

Charitable Objects

2. The object of the Association is to advance the education of pupils in the school. In furtherance of this object the association may:
 - a) Develop more extended relationships between the staff, parents and others
 - b) associated with the school.
 - c) Engage in activities which support the school and advance the education of the pupils attending it.
 - d) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the committee in consultation with the Governing Body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.

Indemnity

4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities. Officers and Committee.

Members

5. Membership shall consist of all parents and/or guardians of pupils attending the school and all teachers. Membership can also include past parents, grandparents, ancillary staff and governors.

General meetings

6. The Charity shall hold an Annual General Meeting in the Autumn term, and shall specify the meeting as such in the notice calling it. The Annual General Meeting shall be held at such time and places as the Committee

shall appoint. All general meetings other than Annual General Meetings shall be called Special General Meetings.

7. Special General Meetings may be called at the written request of a minimum of 8 members.
8. An annual general meeting and a Special General meeting called for the passing of a special resolution shall be called by at least twenty-one clear days' notice.
9. The notice shall be given to all the members and the Committee Members and auditor/ independent examiner. The notice shall specify the time and place of the meeting and the general nature of the business to be transacted and in the case of an Annual General Meeting, shall specify the meeting as such.
10. The accidental omission to give notice of a meetings to, or the non-receipt of notice of a meeting by, any person entitled to have received notice shall not invalidate the proceedings at that meeting.

Proceedings at General Meetings

11. No business shall be transacted at any general meeting unless a quorum is present. Four members of the Committee shall constitute a quorum.
12. At the Annual General Meeting, the chair, if any, of the Committee Members or in the absence of anyone holding that position some other Committee Member nominated by the Committee, shall preside as Chair of the meeting.
13. The Chair may, with the consent of a meeting at which a quorum is present, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days 'notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise, it shall not be necessary to give any notice.
14. A resolution being made under the provisions of s.268, s. 275, s. 280, s281 of the 2011 Act must be passed by a majority of not less than two-thirds of such Committee Members as vote on the resolution.

Powers of Committee Members

15. The management of the Association shall be vested in a Committee. The number of Committee members shall not be less than 6 and shall not be

subject to any maximum.

16. In addition to all powers hereby expressly conferred upon them and without detracting from the generality of their powers, the Committee shall; expend the funds of the Charity in such a manner, as they shall consider most beneficial for the achievement of the objects.
17. The Committee shall have the power to co-opt a maximum of four.
18. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.

Appointment and retirement of Committee Members

19. Committee Members and Officers shall be elected or re – elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting. Two of these members will be from the Staff of the school - the Headteacher and one other who will be invited onto the committee.
20. Nominations shall be proposed and seconded by members and should have the prior consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting.
21. No person may be appointed as a Committee Member:
 - (1) unless she/ he has attained the age of 18 years; or
 - (2) in circumstances such that, has she/ he already managed a charity, she/ he would have been disqualified from acting under the provisions of clause 8 of the constitution.
22. A Committee Member shall cease to hold office if she;
 - (1) Ceases to be a Committee member by virtue of any provision in the Act or is disqualified from acting as a Committee member by virtue of section 45 of the Charities Act 1992 (or any statutory re – enactment or modification of that provision);
 - (2) Becomes incapable by reason of mental disorder, illness or injury of managing and administering his/ her own affairs;
 - (3) Resigns by giving notice to the charity (providing at least two Committee members remain in office when the notice of resignation is to take effect). **If all Committee members wish to resign, the last two Committee members who give their notice of resignation must remain in office until replacements have been appointed).**
 - (4) Is absent without the permission of the Committee members from all their meetings held within a period of six months and the Committee members resolve that her office be vacated.

Secretary

23. Subject to the provisions of the Act, a Secretary shall be appointed or re-appointed at the Annual General Meeting by the Committee and shall serve until the commencement of the next Annual General Meeting.

Treasurer

24. A treasurer shall be appointed or re-appointed at the Annual General Meeting by the Committee and shall serve until the commencement of the next Annual General Meeting.

25. 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 audited or independently examined for approval by the members at the AGM.

Minutes

26. The Committee shall keep minutes in books for the purpose:
- (1) Of all appointments of Committee Members and Officers made by the Committee; and;
 - (2) Of all proceedings at meetings of the Charity including the names of the Committee Members present.

Proceedings of the Committee

27. Committee meetings shall be held at least once a term
28. The quorum for the transaction of the business of the Committee may be fixed by Committee Members but shall not be less than one third of their number or three Committee Members, whichever is greater.
29. The Committee may appoint one of their numbers to be the Chair of their meeting. Unless he/ she is unwilling to do so, the Trustee so appointed shall preside at every meeting of the Committee at which he/ she is present. But if there is no Committee Member holding that office, or of the Committee Member holding it is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the Committee may appoint one of their number to be Chair of the meeting.
30. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
31. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.

Accounts

32. If the Charities gross annual income exceeds 25,000, accounts will be audited in accordance with Chapter 3, 144 – 146 of the Charities Act 2011. Where the gross annual income is less than 25,000 an auditor or independent examiner reasonably considered by the Committee to be competent to examine the accounts, who is not a member of the Committee, shall be elected annually at the AGM to audit and examine the books of the Association.
33. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two authorised members of the Committee, one of whom shall be an Officer.
34. The Financial year shall commence on the first day of September each year.

Annual Reports

35. Annual Report - The Committee shall comply with their obligations under the Charities Act 1993, and the Charities (Accounts and Reports) Regulations 1995 with regard to the preparation of an annual report and its transmission to the Commissioners.

Annual Return

36. The Committee shall comply with their obligations under the Charities Act 1993 with regard to the preparation of an annual return and its transmission to the Commissioners.

Rules

37. No alteration to this Constitution may be made except at the AGM or a Special General Meeting called for this purpose, no amendments or alterations shall be made without the prior written permission of the Charity Commission to Clauses 2, 35, 36, 37, 38 and no alteration shall be made which could cause the Association to cease be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General meeting.
38. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or on the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect

cannot be given to this provision then the assets can be given to some other charitable purpose.