

**Constitution for Darell School Parent/Teacher Association**  
**September 2004**

**1. Name**

The name of the Association shall be: Darell School Parent Teacher Association.

**2. Objectives**

- 1) The objectives of the Association shall be to advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school which are not normally provided by the local education authority. In furtherance of these objectives the Association shall.
  - a) foster cooperation between the teaching and non-teaching staff, parents and others associated with the school, and
  - b) engage in activities which support the school and advance the education of the children.
- 2) The Association shall be non-political, non-racist and non-sexist.

**3. Membership**

The President of the Association shall be the Head Teacher. All parents or carers and teachers shall automatically be members of the Association.

**4. Meetings**

There shall be an Annual General Meeting in the autumn term of each year. In addition there shall be at least one General Meeting each term, at which all members present shall have one vote.

**5. Management**

- 1) The affairs of the Association shall be conducted by a Committee, which shall be elected each year at the Annual General Meeting, and which shall comprise: Chairperson; Vice-Chair; Treasurer; Secretary; Teacher representative; 2 Parent/Carer representatives for each class in the school.
- 2) The Committee shall have power to co-opt other members to fill any vacancy on the Committee arising during the year.
- 3) The Committee shall have power to appoint sub-committees from members of the Committee and-or other members.
- 4) The Committee shall meet as often as necessary and at least once a term. Meetings shall be convened by a Secretary or at the request of at least three members of the Committee. A Quorum shall be two members of the Committee and the chairperson. In the absence of the Chairperson, a deputy shall be appointed.
- 5) All members shall be entitled to attend and speak at committee meetings. Parent Governors shall be informed of all Committee meetings and shall be entitled to attend. Decisions shall be carried by a simple majority, each Committee member present having one vote, with the Chairperson having the casting vote. Decisions on the use of the funds of the Association shall be made jointly by the parents and teachers.
- 6) All important decisions relating to the expenditure of funds exceeding a sum to be agreed each year at the Annual General Meeting shall only be made at General Meetings or at the Annual General Meeting.

**6. Funds**

- 1) The Association shall maintain a Banking Account. Withdrawals shall be made in the name of the Association on two signatures. Committee to agree on three signatories.

- 2) An Auditor shall be elected at the Annual General Meeting to audit the accounts of the Association.
- 3) The Treasurer shall keep accounts of all the income and expenditure of the Association and shall submit these accounts.

#### **7. Special General Meeting**

A Special General Meeting of the Association shall be convened at the request in writing in the Secretary of not less than 10 members of the Association. Such a meeting shall be held within thirty days of the request.

#### **8. Dissolution**

The Association shall only be dissolved by a resolution passed by a simple majority at a Special General Meeting called for the purpose. Any assets remaining on dissolution of the Association, after satisfying any outstanding liabilities, shall be given to the school for the benefit of the children in any manner which is exclusively charitable at law.

#### **9. Alterations to the Constitution**

The Constitution may only be altered by a resolution passed by a simple majority at the Annual General Meeting or at a Special General Meeting called for the purpose.