

# Bilton Grange Primary School Parent Teacher Association

## Constitution

### 1. The School

The School is Bilton Grange Primary School, Harrogate, HG1 3BA

### 2. The Association

The Association is Bilton Grange Primary School Parent Teacher Association that shall also be known as Friends of Bilton Grange Primary School.

### 3. Objectives

The Association exists to:

- (1) Organise and support the fundraising activities at the School.
- (2) Organise and support social and educational events at the School.
- (3) Ensure any monies raised by the Association shall be the sole property of the School.

### 4. Composition

The composition of Association will be:

- (1) Made up of a mixture of School staff and parents / guardians / friends of the School.
- (2) It shall be implemented by a Committee made up of elected members but must have elected offices of Chairperson, Secretary and Treasurer.
- (3) The offices and members of the committee shall serve for a one year term and then stand for nomination, proposing and seconding at the Annual General Meeting (AGM).
- (4) The Head Teacher of the School shall be the President of the Association.
- (5) The minimum number of committee members and officers shall be five, with a maximum of ten. If more than ten Committee members are nominated a vote will be required or the maximum number of Committee members changed at the discretion of the President.
- (6) If an officer role is vacated before the end of office any member of the committee may fill the vacancy.
- (7) Each member of the Committee will have one vote and resolution is passed by a simple majority vote of those present. The President shall have both a normal and a casting vote. The President's casting vote shall only be used in the event of a tie.
- (8) A member of the Committee failing to attend three consecutive meeting without reason/apologies may be deemed to have retired from the Committee.

### 5. Meetings

- (1) The Chairperson must organise a meeting at least once per term, or more regularly depending on the events being organised.
- (2) Committee members must be given at least one week's notice of meetings.
- (3) The President and Officers may meet without holding a formal meeting but minutes must be circulated to all Committee members.
- (4) The AGM shall be held annually and must be within the first term of the new academic year.
- (5) The Chair at the AGM will be the Chairperson, or in their absence the President or Treasurer will Chair the meeting.
- (6) Special meetings (EGM) maybe called at the written request to the President by a minimum of three Committee members.

- (7) The Secretary shall be responsible for keeping accurate minutes of all meeting and shall make these available upon request by any member.
- (8) All Association meetings will be open to anyone associated with the School and any comments/ideas etc will be welcomed by the Committee although the non-committee attendees will not be entitled to a vote.

6. Finance

- (1) The Treasurer shall be responsible for keeping accurate accounts.
- (2) The Association will manage any money raised by the Association on behalf of the School and shall hold this money in a dedicated Bank Account.
- (3) The Association Bank Account shall have four Signatories, these being Chairperson, Treasurer, President and the School Administrator. Withdrawals made against this account shall need two of the Signatories.
- (4) All use of the monies raised by the Association, shall have to have the approval of the President prior to defrayment or reimbursement, except for the payment of legitimate event expenses.
- (5) In the event of the dissolution of the Association then all remaining money will be transferred to the School accounts.

7. Miscellaneous

- (1) The Association will hold the relevant Insurance via membership of PTA UK.
- (2) The Committee shall manage the Association Facebook Page (known as the Bilton Grange PTA) and Email account (known as biltongrangepta@hotmail.com) but these sources of media must be solely used for Association related activities. Any posts on these media platforms can be removed at the discretion of any Committee member.
- (3) Any matters not stated in this Constitution, but concerns this Association and Objectives shall be dealt with by the Committee and its decision shall be final.