

Saint Joseph's Catholic Primary School, REDHILL

ST JOSEPH'S PARENT TEACHER ASSOCIATION CONSTITUTION

Prelude- this constitution aspires to ensure every parent/ carer, teacher and elected representative partaking in the functioning of the SJA adheres to a set of standards that offer clarity and transparency of it's workings to the whole school community.

1. The Association's Name

The association shall be called "Saint Joseph's Association" hereafter referred to as SJA or Parent Teacher Association (PTA).

2. The Aims and Objectives of the SJA:

To promote and encourage co-operation between parents and the school. To support the school through raising funds for the benefit of the children.

3. Membership of the Association

3.1) The membership of the SJA shall comprise all parents/carers and teachers of children attending the school.

In the event of a child leaving Saint Joseph's School, the parent or carer shall cease to be a member of the PTA forthwith.

3.2) A Trustee is defined as any parent/carers or teacher who wishes to partake in the functioning of the SJA in it's day-to-day tasks.

3.3) An elected committee member is defined as the Chairperson, Vice-Chairperson, Treasurer and Secretary.

4. The Structure of the Association:

4a) The composition of the PTA Committee.

The PTA committee will comprise of the following persons:

These positions are as follow:

President - The Headteacher

Chairperson - elected representative

Vice-Chairperson - elected representative

Secretary - elected representative

Treasurer - elected representative

4b) Furthermore there will be

Vice-President - Deputy Headteacher

Deputy Secretary - non-elected role

Deputy Treasurer - non-elected role

Trustees - non-elected

4.2 The Annual General Meeting:

- a) The AGM shall be held in September/October of each year.
- b) Parents shall receive at least fourteen days notice of such a meeting.

4.3 Parent Election:

- a) Parents shall elect four representatives to the PTA committee at the AGM.
- b) Parents shall be requested to submit nominations to the outgoing Secretary for the PTA committee no later than one week prior to AGM. Families shall be limited to one member on the committee.

c) A vote by show of hands through a virtual or in person meeting will be held to elect members to the committee at the AGM.

- d) Only parents present at the AGM are eligible to vote.

- f) The four candidates receiving the most votes will be elected. In the event of a tied vote, the President shall have the casting vote.

4.4 Notice of SJA Committee Meetings:

The secretary of the PTA shall give appropriate notice of all committee meetings. All items for consideration at meetings must be addressed to the secretary of the committee and/or the school headteacher at least seven days in advance of the meeting. The secretary and the headteacher will agree the agenda seven days in advance of the meeting. The committee shall meet at least once during each term (i.e. minimum of 3 meetings per year)

4.5 SJA Committee Quorum & Voting:

- a) The Quorum for a committee meeting shall be any three members.
- b) Each member shall have one vote.
- c) In the event of a tied vote, **the President shall have the casting vote.**

4.6 Term of office for the SJA Committee:

- a) The term of office for the elected committee members shall be one year. Office holders may be elected to office annually for a period not exceeding two consecutive years . Office holders are elected from the new formed committee at their first meeting following the PTA AGM.

b) If no person comes forward as a nominee for a particular elected committee member role and that committee member has reached the end of the maximum two consecutive years period, then that outgoing elected committee member can remain in their role for a further year, if they so wish. At the conclusion of this additional year and any subsequent additional years, the elected committee member can again continue in their role if no other candidate comes forward.

C) The committee must actively advertise the vacant elected role, promote and publicise among the wider parent community where an elected member has served two consecutive years or has decided to step down.

4.7 Elected member resignation from SJA :

In the event of an elected member's resignation from the committee the vacant position shall be filled from the general parent membership.

5. The Financial Administration of the Association

5.1 Fundraising:

Discussion will take place between the PTA and the school each year to determine what fundraising might be beneficial to the school. All fundraising events must receive the prior approval of the school leadership for insurance reasons.

6. General Matters of the Association:

6.1 Confidentiality:

All members of the PTA committee are expected to maintain and treat all matters relating to school business, pupils, parents, staff etc. as strictly confidential.
All members of PTA committee will sign the PTA Constitution annually.

6.2 Removal of an Elected Member of the SJA Committee:

Any elected committee member may seek the removal of another elected member but must use the mechanisms of an Extraordinary General Meeting to pursue such a matter. A two thirds majority shall be required to pass such a motion.

6.3 SJA Association Dissolution:

- a) The association may be dissolved by an EGM duly convened for the purpose, provided that a resolution to dissolve the association shall be carried by a majority of four-fifths of those in attendance at such a Special Meeting.
- b) The leadership of the school reserves the right to dissolve the PTA if it falls short in its delivery of the aims and objectives of the constitution.

This constitution may be discussed and amended as required following every successive AGM.