

## C O N S T I T U T I O N

1. The name of the Association shall be:-

Parrett and Axe Parents Teachers and Friends Association.

2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-

- a) develop more extended relationships between the staff, parents and others associated with the school.
- b) engage in activities which support the school and advance the education of the pupils attending it.
- c) provide and assist in the provision of facilities for education at the school (not normally provided by the local education authority).

3. The Association shall be non-party political.

4. The Association may appoint a President.

5. Membership shall consist of all parents and guardians of pupils attending the school and all Teachers, as well as friends of the school, parents of past pupils, ancillary staff and school governors. All members shall be voting members.

6. The Management of the Association shall be vested in its membership and in three officers elected by the membership, viz Chairman, Honorary Secretary and Honorary Treasurer.

7. Those officers shall be elected at the Annual General Meeting and shall serve until the termination of the next Annual General Meeting.

8. The officers and members may appoint sub-committees as they deem necessary, and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the membership 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 Association.

9. Apart from preparatory meetings of the officers, the concept of the Association is to allow parents, teachers, managers and friends equal opportunities to attend all meetings and to vote at these meetings and take part in making all decisions. Voting is limited to those attending the meeting at which each vote is taken. All meetings with the exception of meetings of the officers or sub-committees will be open to all members.

10. Meetings of the Association are to be held approximately monthly but to the convenience of those attending the meetings. The date of each meeting is to be set at the previous meeting. Notice of meetings must be given fourteen days beforehand, and the distribution of such notices is the responsibility of the school. Minutes must be recorded at all meetings, and accepted from meeting to meeting in the usual constitutional manner.

11. All points for voting, such as elections, spending money, policy decisions and so on must be shown as a point of order on an agenda, with an actual date for the meeting at which the point is to be discussed and voted on. The agenda must be on the Notice of Meeting given fourteen days beforehand, at which meeting the points on the agenda will be discussed, argued, proposed and seconded, and a vote taken. Points will be carried only by a two-thirds majority of those voting. Without such a majority the point must be dropped or carried forward to another meeting. No point raised for the first time at any meeting, say under Any Other Business, can be voted on at that same meeting. If a vote is required it must be placed on the agenda of the next meeting to allow for due consideration.

12. Officers may hold meetings as deemed necessary, but decisions affecting the policies of the Association, its constitution, or the expenditure of its funds and which require a vote of the membership, may not be taken at such meetings.

13. The Annual General Meeting is to be held each year in September. A Chairman's report is to be presented at this meeting.

14. At the Annual General Meeting the chair shall be taken by the President or the outgoing Chairman.

15. Nominations of officers shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of or during the Annual General Meeting.

16. An Auditor who is not an officer of the Association shall be elected annually at the Annual General Meeting to audit the accounts and books of the Association.

17. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report together with the accounts duly audited for approval by the membership at the Annual General Meeting.

18. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the officers of the Association.

19. The financial year shall commence at the start of the new school year.

20. Special General Meetings may be called at the written request of five members of the Association.

21. In the event of the collapse of the administration any member is at liberty to assume the position of Acting Chairman and call a Special Meeting.

22. Fourteen days notice of any Special General Meeting shall be given to all members of the Association.

23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the membership in the usual way.

24. No alteration to this constitution may be made except at the Annual General Meeting or at 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, 24 and 25 and no alteration shall be made which could cause the Association to cease to 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.

25. 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 school, or in the event of a school closure to the school to which the majority of children on 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.

We hereby certify this to be true copy of the  
Constitution of the Parrett and Axe Parents,  
Teachers and Friends Association as adopted at  
the Annual General Meeting held on 14th. September  
1989.

.....S. D. Boun.....	Chairperson
.....H. Smith.....	Secretary