

# CONSTITUTION FOR ST BENEDICT'S CATHOLIC SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION (PTFA)

## 1. ADOPTION OF CONSTITUTION

The Association and its property will be administered and managed in accordance with the provisions in of this constitution.

## 2. NAME

The Association's name is St Benedict's Catholic School Parent Teacher and Friends Association ("the Association").

## 3. AIM

The aim of the Association is to advance the education of the pupils of St Benedict's Catholic School, Bury St Edmunds ("the School") in particular by:

- (i) Developing effective relationships, close co-operation and communication between the staff, parents and others associated with the School;
- (ii) Engaging in activities (or providing facilities or equipment) which support the School and advance the education of the pupils.

## 4. POWERS

The Association has the following powers that may only be exercised in promoting the Aims:

- (i) To provide advice;
- (ii) To publish or distribute information;
- (iii) To co-operate with other bodies;
- (iv) To raise funds (but not by means of taxable trading);
- (v) To acquire or hire property of any kind;
- (vi) To make grants or loans of money;
- (vii) To set aside funds for special purposes or as reserves against future expenditure;
- (viii) To deposit funds in any lawful manner;
- (ix) To take out public liability and personal accident insurance to cover Association meetings, activities, and Office Bearers, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required;
- (x) To insure Office Bearers against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty (unless the member concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty);
- (xi) To employ paid or unpaid agents, staff or advisers;
- (xii) To enter into contracts to provide services to or on behalf of other bodies;
- (xiii) To pay the costs of forming the Association;
- (xiv) To do anything else within the law which promotes the Objects;

BUT the Committee shall not undertake any activity in the School premises without the consent of the School.

# CONSTITUTION FOR ST BENEDICT'S CATHOLIC SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION (PTFA)

## 5. MEMBERSHIP

Members of the Association are:

- (i) Parents, carers or guardians of a pupil currently attending the School; and
- (ii) Members of the teaching and non-teaching staff currently employed by the School;

## 6. MEETINGS

- 6.1 All members are entitled to attend any meeting of the Association, although they will not have voting rights, other than at the Annual General Meeting (AGM).
- 6.2 The Committee should hold at least one meeting per term. All members are entitled to attend and meetings will be called specifying the business to be transacted.
- 6.3 There is a quorum at a meeting if five members (at least two of whom are Office Bearers) are in attendance.
- 6.4 The Chair or (if the Chair is unable) the Vice Chair, or other member elected by those present presides at a general meeting.
- 6.5 Every issue at a meeting is determined by a simple majority of the votes cast by the Office Bearers present.
- 6.6 Except for the chair of the meeting, who has a second or casting vote, every Office Bearer present is entitled to one vote on every issue.
- 6.7 An AGM must be held in September every year (except that the first AGM may be held at any time within 18 months after the formation of the Association). The notice calling the meeting shall be sent to members at least 14 days in advance.
- 6.8 The Committee or five of the members shall have the power to call an Extraordinary General Meeting (EGM).
- 6.10 At an AGM the members:
  - (i) Receive and approve the accounts of the Association for the previous financial year;
  - (ii) Receive the report of the Committee on the Association's activities since the previous AGM;
  - (iii) Elect the Committee; and
  - (iv) Discuss and determine any issues of policy or deal with any other business put before them.
  - (v) Appoint the individual who will review the annual accounts

## 7. COMMITTEE

- 7.1 The Committee as charity trustees have control of the Association and its property and funds.
- 7.2 The Committee when complete comprise the Office Bearers set out below, all of whom must be members of the Association:
  - Chair, Vice Chair, Secretary, Treasurer and School Representative;
- 7.3 The Committee shall be elected at the AGM and shall hold office until the next AGM.
- 7.4 Nominations for election to the Committee may be made by one member seconded by another. Such nomination must have the consent of the nominee. Nominations should be made to the Chair at any time until the election process has been completed.

## **CONSTITUTION FOR ST BENEDICT'S CATHOLIC SCHOOL PARENT TEACHER AND FRIENDS ASSOCIATION (PTFA)**

- 7.5 The Committee may co-opt any member to help carry out its functions. The co-opted members can retire at the AGM, but shall be eligible to be co-opted for further terms.
- 7.6 A Committee member automatically ceases to be a member of the Committee if he or she:
- (i) Is removed by the Court;
  - (ii) Is incapable (whether mentally or physically) of undertaking their role;
  - (iii) Ceases to be a member of the Association;
  - (iv) Resigns by written notice to the Committee; or
  - (v) Is removed by a resolution passed by all the other members of the Committee after inviting the views of the Committee member concerned and considering the matter in the light of any such views.

### **8. POWERS OF COMMITTEE**

The Committee have the following powers in the administration of the Association:

- 8.1 To make rules consistent with this Constitution about the Committee to govern proceedings at general meetings and generally about the running of the Association (including the operation of bank accounts and the commitment of funds).

### **9. PROPERTY & FUNDS**

- 9.1 The property and funds of the Association must be used only for promoting the Aims.
- 9.2 No Committee member may receive any payment of money or other material benefit (whether direct or indirect) from the Association except:
- (i) Under clauses 4(ix) (indemnity insurance); and
  - (ii) Reimbursement of reasonable out-of-pocket expenses actually incurred in the administration of the Association.
- 9.3 Whenever a Committee member has a personal interest in a matter to be discussed at a meeting, the Committee member must:
- (i) Declare an interest before discussion begins on the matter;
  - (ii) Withdraw from that part of the meeting unless expressly invited to remain in order to provide information; and
  - (iii) Withdraw during the vote and have no vote on the matter.
- 9.4 For the purposes of Clause 9.3 a Committee member shall not be considered to have a personal interest in a matter merely because they are the parent, guardian or carer of a child who will benefit from the expenditure of funds made by the Association in accordance with the Objects.

### **10. RECORDS & ACCOUNTS**

- 10.1 The Committee must keep proper records of all proceedings at meetings;
- 10.2 Annual reports and statements of account relating to the Association must be made available for inspection by any member of the Association.
- 10.3 The Treasurer is responsible for keeping accurate records of the financial actions of the PTFA. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the AGM by the Committee.

**CONSTITUTION FOR ST BENEDICT'S CATHOLIC SCHOOL  
PARENT TEACHER AND FRIENDS ASSOCIATION (PTFA)**

**11. AMENDMENTS**

This Constitution may be amended at an AGM or EGM by a two-thirds majority of the votes cast, but:

- (i) The members must be given 21 clear days' notice of the proposed amendments; and
- (ii) No amendment is valid if it would make a fundamental change to the Objects or to this clause or destroy the charitable status of the Association.

**12. DISSOLUTION**

12.1 The Association may be dissolved by a resolution presented at a 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.

12.2 Or in the event of the School closing, to such other neighbouring school or schools the Committee shall decide.

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

**ADOPTED AT A MEETING HELD**

AT (Place)

ON (Date)

NAME

SIGNATURE

(Name and signature of chair of meeting)

WITNESS

ADDRESS

OCCUPATION

SIGNATURE

(Name, address, occupation and signature of witness)