Constitution for Kilmington School PTFA

1. The name of the Association shall be Kilmington School P.T.F.A.
2. **The object of the Association is to advance the education of the pupils in the school in furtherance of the object the Association may:-**
   - **Develop more extended relationships between staff, parents and other associated with the school.**
   - **Engage in activities which support the school and advance the education of the pupils attending it.**
   - **Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee, in consultation with the Governing Body, shall from time to time determine.**
3. The Association shall be non-party political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. The Association may appoint a President and a Vice-President.
6. The names of the President and Vice-President shall be submitted to the Annual General Meeting. (These are usually people the Association wishes to honour.)
7. Membership shall consist of all parents and/or guardians of pupils attending the school and all teachers.
8. The management of the Association shall be vested in a Committee consisting of the following Officers:
   - Chairman
   - Vice Chairman (optional)
   - Honorary Secretary
   - Honorary Treasury
   - Together with a minimum of two (2) members.
9. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
10. Half of the elected Committee in any one year, (rounded up if the total elected is an odd number) shall constitute a quorum.
11. The Committee shall have the power to co-opt a maximum of four (4) additional members to join the Committee. (For the purposes of bringing in people with specific skills, knowledge, or experience that the committee needs.)
12. The Committee may appoint Sub-Committees, as it deems necessary, and shall prescribe their function provided that:
    a) all acts and proceedings of any such Sub-Committee shall be reported to the Committee as soon as possible; and
    b) no such Sub-Committee shall expend funds of the Association, other than in accordance with the budget agreed by the Committee.

13. Committee meetings shall be held at least once each term.
14. The Annual General Meeting will be held at the earliest convenience at the start of each school year. At the Annual General Meeting the Chair shall be taken by the chairman or, in his/her absence, the Vice-Chairman of the Committee or a nominated Committee member, if there is no Vice-Chairman elected.
15. Nominations 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 the Annual General Meeting or at the Annual General Meeting.
16. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
17. One Auditor who is not a member of the Committee shall be elected at a Committee Meeting to audit the accounts and books of the Association prior to the next Annual General Meeting.
18. Special General Meetings maybe called at the written request of a minimum of five (5) members.
19. Thirty (30) days notice shall be given of any Special General Meeting to all members of the Association.
20. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a Financial Report to all Committee meetings, and shall present the accounts, duly audited, for approval by the members at the Annual General Meeting.
21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two (2) of the Officers of the Association.
22. The financial year shall commence on the 1st of September.
23. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association, shall be dealt with by the Committee whose decision shall be final.
24. **No alterations to this Constitution may be made except at the Annual General Meeting or 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 ascent of two-thirds of the members present and voting at an Annual General Meeting 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 ascent of two-thirds present and voting. Such a resolution may give instruction for the disposal of any assets remaining after satisfying any outstanding debt 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 children of the school, or in the event of the school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision than the assets can be given to some other charitable purpose.**