



Date: 18th September 2024

Crumlin IPS PTA

Constitution

Crumlin Integrated Primary School

27 Mill Road

Crumlin

BT29 4XL

02894422357

1. Title

The Association shall be known as Crumlin Primary School Parent and Teacher Association (often simply referred to as the PTA)

2. Aims

The aims of the Association are to advance the education and wellbeing of the pupils of the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Education Authority). This includes: -

- a) engaging in activities which support and advance the education of the pupils attending the school, including fund raising and after school activities
- b) considering applications for funds put to the PTA and granting funds to support such applications passed by a majority of the General Committee when requests are greater than £250.
- c) to promote and support the integrated ethos of the school both in an educational setting and in the community.

3. Membership

The Members of the Association shall comprise all parents or guardians of children attending the school (including nursery class) and all teachers employed at the school.

A) Powers of the Association

The Association shall have the power to do anything considered by the General Committee to be in furtherance of the aims. This includes the power: -

- a) to raise funds and invite and receive contributions in furtherance of the aims of the Association
- b) to purchase, retain and sell any assets of any description

c) to pay from the funds of the Association all the proper costs and expenses incurred by the General Committee in establishing and administering the charity and funds of the Association.

d) to reimburse themselves out of the funds of the Association created in the performance or exercise of their duties and powers

e) to employ and pay proper and reasonable remuneration to staff, professional and technical advisers whose services are, in the opinion of the General Committee, required for the carrying out of the purposes of the Association

f) to establish and operate a bank account and deposit accounts with bankers in the name of the Association provided that cheques drawn on such accounts shall not be signed by less than two members of the General Committee

B) Office Bearers

- a. Chairperson
- b. Secretary
- c. Treasurer

The General Committee of the Association may appoint such other office bearers from time to time as deemed necessary.

The office bearers will be elected by the Committee at the AGM. Office bearers will hold office for one year, being eligible for re-election. Where an office bearer position becomes vacant during the normal term of office the Committee may, at their discretion, opt to fill this post in one of the following ways: (i) An agreed member of the Committee may stand in for the duration, (ii) the Committee may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

The Secretary shall be responsible for keeping accurate Minutes of all meetings and distributing these to the Committee members. Copies should be made available to any member of the Association who requests them.

4. General Meetings

All members are entitled to attend any general meeting of the association.

All general meetings are called by giving 7 clear days written notice of the meeting to the members. The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda.

There is a quorum at a general meeting when the number of members present is at least twice the number of committee members in office at the start of the meeting.

The Chair or (if the Chair is unable or unwilling to do so) some other committee member elected by those present is in charge of a general meeting.

Except where otherwise provided in this Constitution, every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue.

Annual General Meeting

The Annual General Meeting (AGM) shall be held in September or October each year. The notice calling the meeting shall be sent to members at least 21 days in advance provided that non-receipt of such notice by any member shall not invalidate the meeting.

The business shall include:-

- a) the work of the Committee
- b) approval of the Accounts for the preceding year
- c) appointment of an independent examiner of the Accounts
- d) receipt of reports of the office bearer

- e) election of members to serve on the Committee
- f) discussion of motions received

Members of the committee shall be appointed at the AGM. They shall be elected for a period of 1 year until the next AGM. They can stand for re-election.

At all Annual General Meetings voting shall be on the basis of one vote per member present at the meeting.

Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The principal shall have the deciding vote which shall be used only in the event of a tie.

At all Annual General Meetings, the quorum shall consist of no less than 6 members of the Association.

Any member of the Association shall have the right to raise a motion to be voted on at the Annual General Meeting by sending the motion in writing to the Secretary by no later than 10 days prior to the AGM.

5. The Committee

Committee members shall be elected at the AGM and shall hold office until the next AGM.

All committee members, except those who are co-opted, must be members of the association.

Committee members shall have the power to co-opt committee members at any time, and co-opted committee members shall serve until the date of the next AGM.

The number of co-opted committee members must not be more than 50% of the total number of elected committee members. Co-opted committee members may only be elected where there are three or more elected committee members currently in post.

Nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election

process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

A committee member (whether elected or co-opted) automatically ceases to be a committee member if he or she:

- a) is disqualified under section 86 of the Charities Act (Northern Ireland) 2008 from acting as a charity trustee
- b) is incapable, whether mentally or physically, of managing his or her own affairs
- c) is absent from three consecutive meetings of the committee without prior notification to the Secretary
- d) ceases to be a member of the association
- e) resigns by written or in writing notice to the committee but only if at least two committee members remain in office
- f) is removed by a resolution passed by a majority of other committee members. Removal is not effective until the committee member concerned has been notified in writing of the proposal and of his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

A technical defect in the appointment of a committee member of which the committee is unaware at the time does not invalidate decisions taken at a meeting

6. Finance

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques shall be drawn or withdrawals made against the signatures of two named Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association.

The Association's financial year shall end on the last day of June in each year. The accounts shall be reviewed annually by an independent examiner appointed at the previous AGM by the members.

The Committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association.

7. Alterations to the Constitution

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

8. Dissolution

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than all members of the Association voting in person plus the principal. Any remaining funds should be distributed for the benefit of the children at the school.