

Ballyholme Primary School Parent Teacher Association Constitution

A Parent Teacher Association for Ballyholme Primary School

School Ballyholme Primary School
Address 6 Glenburn Park, Bangor, Co Down, BT20 5RG

The Committee

Officers President (the Principal of the school), Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer & Assistant Treasurer.
Minimum number of committee members: 3

Objectives

The objective of the Association is to advance the education of the pupils in the school by:

1. Developing effective relationships between staff and others associated with the school; and
2. Engaging in activities or providing facilities or equipment, which support the school and advance the education of the pupils.

Powers

The Association has the following powers, which may only be exercised, in promoting the Objectives.

1. To provide advice.
 2. To publish or distribute information.
 3. To co-operate with other bodies.
 4. To raise funds (but not by means of taxable trading).
 5. To acquire or hire property.
 6. To make grants or loans of money.
 7. To set aside funds for special purposes or as reserves against future expenditure.
 8. To deposit or invest funds in any lawful manner.
 9. To take out public liability and personal accident insurance to cover Association meetings, activities, committee members and others enlisted to help at events or meetings.
 10. To insure the committee members against the costs of criminal
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- prosecution while in pursuance of their duties in good faith.
11. To do anything else within the law that promotes the objectives of the Association.

The committee shall not undertake any activity in the premises without the consent of the Principal.

Membership

1. Parents, guardians, or carers of pupils currently attending the school.
2. Members of teaching or non-teaching staff currently employed at the school.
3. Any other person willing to offer support or help to the Association who is accepted by the committee.

The committee may for good reason exclude any person from membership whose presence at the school is deemed a danger to the pupils or staff or may bring the Association into disrepute. This can only happen after properly notifying the individual concerned.

General Meeting

1. All members are entitled to attend an AGM or EGM.
2. 21 clear days' notice should be given before any general meeting.
3. There is a quorum in attendance if those present is at least 2 times the number of office holders present.
4. The Chair or same elected at the meeting will conduct all business. Elections will be conducted by the President.
5. All matters will be decided by a simple vote (except matters provided for in the constitution).
6. Except for the Chair, who has a second or casting vote, all members present have 1 vote on all issues.
7. An AGM must be held every year.

At the AGM, members:

1. Will receive accounts for the previous year and a report of the committees' activities for the previous year.
 2. Elect a committee.
 3. Appoint an independent auditor.
 4. Discuss any issues put before them and any other business.
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The Committee

The committee has control of the Association and its funds.

The committee shall comprise of the officers, teacher representatives, Principal, Vice Principal and other co-opted persons.

The committee shall be elected at the AGM and hold office until the next AGM. Co-opted members may be co-opted at any time and hold office until the next AGM.

Nominations for office may be made and seconded by any Association member.

A committee member ceases to be a member of the committee:

1. If disqualified for legal reasons from holding office.
2. Is incapable for mental or physical reasons.
3. Is absent without apology for three consecutive meetings;
4. Resigns in writing to the Chair.
5. Is removed by a resolution of the committee after consultation with the person concerned.

Committee Meetings

- The committee shall hold at least one meeting per term.
- A quorum at a committee meeting shall be at least 50% of the committee.
- Every issue will be determined by a simple majority vote.
- Every committee member has one vote on each issue except the chair who has a second or casting vote.

Powers of the Committee

The committee shall have the following powers:

- To delegate functions of committee to sub-committees, this should comprise of at least one member of the main committee.
- To make rules consistent with this constitution.
- To govern proceedings at meetings (AGM/EGM)
- To operate bank accounts and commitment of funds.

Property and funds

The property and funds of the Association may only be used to promote the objectives of the Association.

No committee member may receive any payment or money except reimbursement of reasonable expenses.

Any committee member who has a personal interest in a matter arising at committee should declare this at the start of the meeting and withdraw from discussions or voting on that particular matter.

Records and Accounts

The committee or sub-committee shall keep the following records:

- Financial records
- Minutes of AGM/EGM
- Minutes of committee meetings
- All reports from meetings pertaining to specific issues
- All reports and financial statements should be made available to all members.

Notices

The committee should keep all members informed of its activities by notices directly to members, via school notes, email or any other suitable method of communication.

Amendments

Amendments to this constitution can only be made at an AGM/EGM with 21 days' notice in writing to Chair.

No amendments are valid if they would make a fundamental change to the objects of the Association.

No amendment would be made to the constitution that would cause the organization to cease to be a charity at law.

Dissolution

The Association may be dissolved by resolution at an EGM called for this purpose.

The net assets of the Association shall not be distributed to members of the Association but will be given to the school or in the event of school closure given to another school in the area.

THIS CONSTITUTION WAS ADOPTED AT A MEETING HELD

VENUE Ballyholme Primary School
DATE 7/9/22
NAME PAMELA ROTHWELL
SIGNATURE P. Rothwell

WITNESSED
NAME & ADDRESS JUDITH ENGLISH
16 POWELL TOWN BALLYMANS
BANGOR, BT22 5TY.

OCCUPATION ACCOUNTANT
SIGNATURE [Signature]

[Signature]
Martin Cram
CHAIR.