

RAVENBANK SCHOOL PARENT – TEACHER ASSOCIATION
CONSTITUTION

1. The name of the Association shall be: **Ravenbank School P.T.A.**
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 (not normally provided by the Local Education Authority).
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.
6. Membership shall consist of all parents and/or guardians of pupils attending the school and all teachers.
7. The management of the Association shall be vested in a Committee consisting of the following Officers: Chairman, Secretary, Treasurer, Catering Co-Ordinator, (hereinafter referred to as the 'Primary Officers') and Chairman Designate, Secretary Designate, Catering Co-Ordinator Designate, (hereinafter referred to as the 'Support Officers') together with voluntary members.

In the event of none of these roles being filled by a teacher, an election shall be held at the A.G.M. for the further office of Teacher Representative.
8. The 'Support Officers' shall be elected at the A.G.M. and except through resignation, shall serve until the commencement of the next A.G.M. when they will automatically take over the role of the Primary Officer they have been supporting. The Treasurer shall be elected at the A.G.M. and shall serve until the commencement of the next A.G.M.
9. With the exception of the office of Treasurer, no office (whether primary or support) shall be held for more than one year. At the conclusion of his/her term of office a Primary Officer, other than the office of Treasurer, shall not be eligible for re-election to that office (or its support role) until the A.G.M. in the following year.
10. Fifteen (15) members of the Parent Teachers Association shall constitute a quorum.

11. The Committee may appoint sub-committees as it deems necessary and shall prescribe their function provided that all acts and proceedings shall be reported to the Committee as soon as possible and provided that no such sub-committees shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
12. Committee meetings shall be held at least once each term.
13. The Annual General Meeting will be held during September or October.

At the A.G.M., the chair shall be taken by the Chairman or the Chairman Designate or, in his/her absence the President.
14. Nominations shall be proposed and seconded by members and have the consent of the nominee. Nominations may be made at any time up to two days before the A.G.M.
15. The Committee may fill usual casual vacancies by co-option until the next Annual General Meeting.
16. Two Auditors who are not officers shall be elected annually at the A.G.M. to audit the accounts and books of the Association.
17. Special General Meetings may be called at the written request of a minimum of 10 (ten) members.
18. Thirty (30) days notice shall be given of any Special General Meeting to all members of the Association.
19. 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 A.G.M.
20. Bank accounts and/or Building Society accounts and withdrawals shall be made on the signature of any two (2) of the Officers of the Association.
21. The financial year shall begin on first (1st) September.
22. 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.
23. No alteration 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 consent of the Charity Commission to Clauses two (2), twenty-two (22) and twenty-three (23) and no alterations 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 A.G.M. or Special General Meeting.

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

PTA/Constitution

12th November 1992 incorporating changes made 28 September 1995.