

## THE GREVILLE PARENT/TEACHER ASSOCIATION

### CONSTITUTION

As amended at the Annual General Meeting held on 20th September 1995

1. NAME                   The Association shall be named "The Greville Parent/Teacher Association", referred to hereafter as the Association.
2. OBJECT                The objects of the Association are to advance the education of the pupils of the School by providing and assisting in the provision of facilities for education at the School (not normally provided by the Local Education Authority) and as ancillary thereto and in furtherance of this object the Association may:
- (a) foster relationships between staff, parents, guardians, and others associated with the School,
  - (b) engage in activities which support the School, and advance the education of pupils attending it.
3. HON  
PRESIDENT               The Headteacher shall be invited to be Honorary President of the Association.
4. MEMBERSHIP         The Association shall consist of two kinds of members. Subscriptions shall not be taken.
- (a) Ordinary Members  
All parents, guardians and staff of the School shall automatically be Ordinary Members of the Association.
  - (b) Honorary Members  
Honorary Membership on an annual basis may be offered to people of distinction and to others who have served or could serve the Association well on invitation from the Executive Committee.
5. EXECUTIVE  
COMMITTEE              (a) The work of the Association shall be carried out by an Executive Committee consisting of:
- Chairman
  - Vice Chairman
  - Secretary
  - Treasurer
- Up to 12 parent/guardian members (not fewer than 4 to come from the Infant Department), and up to 3 members of the School teaching staff to be nominated by the staff (not fewer than 1 to come from the Infant Department).
- (b) The Executive Committee (including Officers) shall be elected by ordinary members at the Annual General Meeting to serve for one year and it shall be possible for retiring members to be re-elected.
  - (c) Vacancies on this Committee may be filled by co-option from among Association members.
6. COMMITTEE           (a) Executive Committee Meetings shall be presided over by the Chairman of

- MEETINGS the Association or his deputy. If absent, a Chairman for the meeting shall be elected by the members present. All decisions require a majority vote of the members present.
- (b) 5 members of the Committee shall form a quorum.
  - (c) The Committee shall have the power to co-opt assistance as required.
7. GENERAL MEETINGS
- (a) An Annual General Meeting shall be held as soon as possible in the Autumn Term. Two weeks notice in writing of the meeting shall be given by the Honorary Secretary.
  - (b) An Extraordinary General Meeting of the Association can be called at any time by the Executive Committee or by the written request of 30 members of the Association to the Honorary Secretary stating details of the proposed motion(s). Such meetings shall be held within 28 days of the receipt of the requests. Two weeks notice of such a meeting, together with a copy of the Agenda, shall be sent to all members.
  - (c) For the purpose of meetings held under this para, 30 Ordinary Members, including the Committee Members, shall form a quorum.
  - (d) Subject to para 8, voting shall be by majority vote.
8. ALTERATIONS & DISSOLUTION
- Alterations or amendments to these rules or dissolution of the Association may only be made by means of a resolution carried by a majority consisting of not less than 70% of the Ordinary Members of the Association present at an Annual General Meeting or Extraordinary General Meeting of the Association, provided that no amendment be made to clause 2, this clause or clause 9(c) without the prior approval of the Charity Commission and that no amendment be made which would cause the Association to cease to be a charity at law.
9. FUNDS
- (a) Funds received by the Association will be lodged in a clearing bank or building society and withdrawn solely through cheques signed jointly by any two of the Chairman, Treasurer or Secretary.
  - (b) The Financial year shall end on the last day of July. The account shall be audited by the Honorary Auditor who is to be appointed at each Annual General Meeting to audit the accounts for the ensuing year.
  - (c) Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the School for the benefit of the children at the School in any manner which is exclusively charitable at law.
10. EDUCATION The Headteacher shall have the ultimate decision on all educational matters.

September 1995