

CONSTITUTION

1. The name of the Parent/Teacher Association shall be "Friends of Westhaven Parent/Teacher Association".
2. 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 an ancillary thereto and in furtherance of this object the Association may:
 - (a) foster more extended relationships between the staff, parents and others associated with the school, and
 - (b) engage in activities which support the School and advance the education of pupils attending it.
3. Membership of the PTA shall be open to all parents, guardians or other persons acting in loco parentis of any pupil in attendance at the school, all staff of the school and any other persons associated with the school.
4. The PTA shall be non-party and non-sectarian.
5. The officers of the association shall be:
 - The President
 - Vice President
 - Chairman
 - Secretary
 - Treasurer
6. The Committee shall control the entire management of the Association and shall comprise:
 - The President and/or the Vice President
 - Minimum of Six Parents
 - Two Teachers
 - One Governor nominated by Governing Body
7. The Committee shall have powers to Co-opt members, and to organise sub-committees, if necessary. Co-opted members shall have full voting rights.
8. Committee Members shall be elected annually at the Annual General Meeting to serve for one year. The Chairman, Secretary, and Treasurer will be elected by the Committee at their first meeting.
9. Any Officer or Committee member other than those co-opted by the Committee must be a Teacher of the school or a parent of one of its pupils.
10. All Officers and Committee members shall be eligible for re-election subject to the provisions of Clause 9.
11. Twelve members shall constitute a quorum at an Annual General Meeting.
12. Six members shall constitute a quorum at a Committee Meeting.
13. The Annual General Meeting shall be held during the first half of the Autumn Term each year.
14. Meetings of the Association shall be held at least once in each term in addition to the Annual General Meeting. Meetings shall take any form decided by the Committee.
15. Committee meetings shall be held at least once in each term.

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CONSTITUTION CONT'd...

16. A Special General Meeting shall be called at the request of not less than six members. The request must be given, in writing, to the Secretary not less than ten days prior to the proposed date of that meeting. Reasons for the request must be precisely stated.
17. Notice of any Annual General Meeting or Committee Meeting must be given not less than fourteen days prior to that meeting.
18. Voting at any meeting shall be by show of hands and simple majority, although at any time, at the discretion of the Chairman, a ballot may be taken. Election of Committee members shall always be by ballot. In the event of a tied vote the Chairman shall have a casting vote.
19. No alteration of the Constitution may be made except at an Annual or Special General Meeting, called for that purpose. No alteration or amendment shall be made to the Object Clause (Clause 2) or the Dissolution Clause (Clause 22) which would cause the Association to cease to be a charity at law.
20. The Treasurer shall maintain accounts of all income and expenditure and shall submit accounts, duly audited, at the Annual General Meeting. The Banking Account shall be in the name of the Association on the signatures of the Treasurer and either the Chairman or Secretary or President.
21. One Auditor who shall not be a member of the Committee, shall be appointed annually at the Annual General Meeting and shall audit the books and accounts.
22. Funds of the Association shall be applied solely to the development of its stated objects. In the event of the dissolution of the association the remaining funds shall be devoted to objects similar to those of the Association.
23. Any other matter not dealt with elsewhere in this Constitution shall be considered by the Committee whose decision shall be final.
24. The Head Teacher shall make all decisions concerning the Educational Programme of the School.