

# St Lawrence PTA Constitution – Update 2019

1. **Association Details**
  - 1.1 Type of Association: **Parent Teacher Association**
  - 1.2 Association Name in Full:  
**St Lawrence PTA Rowhedge**  
School Name in Full:  
**St Lawrence C of E Primary School**  
School Address:  
Rectory Road, Rowhedge, Colchester CO5 7HR
  - 1.3 The Committee:  
The Minimum number of Committee members: 2
2. **Purposes**

The object of the association is to advance the education of pupils in the school in particular by:

  - 2.1 Developing effective relationships between the staff, parents and others associated with the school
  - 2.2 Engaging in fundraising activities in order to provide facilities or equipment which support the school and advance the education of the pupils.
3. **Powers**

The Committee members/trustees have the following powers, which may be exercised only in promoting the Associations purpose ('objects'):

  - 3.1 To provide advice
  - 3.2 To publish or distribute information
  - 3.3 To co-operate with other bodies
  - 3.4 To raise funds (but not by means of permanent trading)
  - 3.5 To acquire or hire property of any kind
  - 3.6 To make grants or loans of money and to give guarantees
  - 3.7 To set aside funds for special purposes or as reserves against future expenditure
  - 3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investment and the need for diversification)
  - 3.9 To take out public liability and personal accident insurance to cover association meetings, activities, Committee members/trustees, to insure the association's property against any foreseeable risk and take out other insurance policies to protect the association where required
  - 3.10 To employ paid or unpaid agents, staff or advisers
  - 3.11 To enter in contracts to provide services to or on behalf of other bodies
  - 3.12 To pay the cost of forming the association
  - 3.13 To obtain and pay for the goods and services as necessary for carrying out the work of the charity
  - 3.14 To consult parents of their views
  - 3.15 To instruct the school to look after and authorise the payments from the bank account that the committee members/trustees consider necessary
  - 3.16 To do anything else within the law that promotes the object, BUT the committee shall not undertake any activities in the school premises without the consent of the headteacher.
4. **Membership**

Members of the association are: -

  - 4.1 The parents, guardians or carers of any pupil currently attending the school plus the teaching and non-teaching staff currently employed by the school or in any other association for example the friends of St Lawrence Primary School. Those described above and any person over the age of 18 wishing to offer appropriate support or help to the school and who is accepted by the committee as a member.
  - 4.2 Membership is terminated if:
    - 4.2.1 The member dies
    - 4.2.2 The member resigns by written notice
    - 4.2.3 The committee member/ trustees may for good reason, regardless of whether or not this is at the request of the governing body or headteacher, exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or staff or might bring the association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representation made.
5. **General Meetings (Annual and Extraordinary)**
  - 5.1 All members are entitled to attend any general meeting of the association
  - 5.2 All general meeting are called by giving 14 clear days written notice of the meeting to the members. The notice should specify the date, time, and the location of the general meeting as well as an overview of the agenda.
  - 5.3 Quorum for a meeting is a minimum of one-third of the total number of committee members/ trustees plus one (for example 10 members will have a quorum of four). The only exception would be at a general meeting where the association is being dissolved: please see clause 13
  - 5.4 The Chair or (if the Chair is unable or unwilling to do so) some other committee member / trustee elected by those present is in charge of a general meeting
  - 5.5 Except where otherwise provided in this constitution (Dissolution: Clause 13), every issue at a general meeting is decided by a simple majority vote cast by the members present at the meeting.
  - 5.6 Except for the chair at 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.
  - 5.7 The association must hold a general meeting within 12 months of the date of adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15months may elapse between successive AGMs.
  - 5.8 At a AGM the members:
    - 5.8.1 Receive the accounts of the association for the previous financial year
    - 5.8.2 Receive the report of the committee members/ trustees on the association's activities since the previous AGM
    - 5.8.3 Elect the committee members/ trustees
    - 5.8.4 Discuss and determine any issues of policy or deal with any other business put before them
  - 5.9 A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by committee members, these can be called by members of the association. The committee must call an EGM (give all members of the association notice of the EGM) within 21 days of the written request being received from the member. This EGM must happen within three months of the written request being received (this time frame is designed to give allowances for school holidays.)
6. **The Committee**
  - 6.1 All members of the committee are trustees of the charity and have control of the association, its

- property and funds. The committee members are referred to in this document as committee members/ trustees.
- 6.2 Committee members/ trustees shall be elected at the AGM and shall hold office until the next AGM.
- 6.3 All Committee members/ trustees, except those who are co-opted, must be members of the association
- 6.4 Committee members/ trustees 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.
- 6.5 The number of co-opted committee members/trustees must not be more than 50% of the total number of the committee members/trustees
- 6.6 Nominations for election to the committee may be made by any member of the association and seconded by another. Such nominations must have consent of the nominee. Nominations should be made in writing to the Chair at anytime until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any member present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.
- 6.7 A committee member/ trustee (whether elected or co-opted) automatically ceases to be a committee member/trustee if he or she:
- 6.7.1 Is disqualified under section 178 of the charity act 2011 or any substantial re-enactment from acting as a charity trustee
- 6.7.2 In the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months
- 6.7.3 Is absent from three consecutive meetings of the committee without prior notification to the secretary
- 6.7.4 Ceases to be a member of the association
- 6.7.5 Resigns by written notice to the committee but only if at least two committee members/trustees remain in office
- 6.7.6 Is removed by a resolution passed by a majority of other committee members/ trustees. Removal is not effective until the committee member/ trustee concerned has been notified in writing of the proposal and his/ her right to respond within 14 clear days, and the matter has been considered in light of any representation made.
- 6.8 All committee members/trustees shall be entitled to reimbursements of a reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred by the administration of the association.
- 6.9 A retiring committee member/trustee is entitled to an indemnity from the continuing committee members/trustees at the expense of the association in respect of any liabilities properly incurred while he or she was held in office.
- 6.10 A technical defect in the appointment of a committee member/ trustee of which the committee is unaware at the time does not invalidate decisions taken at a meeting.
- 7. Committee Meetings**
- 7.1 The committee must hold at least three meetings every academic year.
- 7.2 Quorum for a meeting is a minimum of one-third of the total number of committee members/ trustees plus one. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of the association.
- 7.3 The chair or, if the chair is unable or unwilling to do so, some other committee member/trustee chosen by the members present is in charge at each committee meeting.
- 7.4 Every decision may be made by a simple majority of the vote cast at a committee meeting. A resolution which is in writing (including by email) and signed by all committee members/trustees is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 7.5 Except for the chair of the meeting, who has the second or casting vote every committee member/ trustee has one vote on each issue.
- 8. Powers of Committee**
- The following powers are available to the committee to help run the association: -
- 8.1 to delegate any function of the committee to the sub-committee. These must consist of two or more persons appointed by the committee but at least one member of every sub-committee must be a committee member/ trustee. All sub-committee proceedings must be promptly reported to the main committee
- 8.2 to make rules consistent with this constitution about the committee and sub-committees, to govern proceedings at general meetings and generally about the running of the association including the operation of the bank account and the management of funds.
- 9. Property & Funds**
- 9.1 The property and funds of the association must only be used to fulfil the objects (see clause 2)
- 9.2 Committee members/ trustees can enter into contracts with the association for the provision of goods and services to the association provided that:
- 9.2.1 The maximum amount is set out in writing and is reasonable for the service provided
- 9.2.2 The committee members/ trustees are satisfied that the agreement is in the interests of the association before entering into it
- 9.2.3 The total number of committee members/ trustees entitled to such remunerations is in the minority from time to time.
- 9.3 whenever a committee member/ trustee has a personal interest in a matter to be discussed at a meeting, the committee members/ trustee must:
- 9.3.1 declare an interest before discussion begins on the matter
- 9.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide information
- 9.3.3 not be counted in the quorum for that part of the meeting
- 9.3.4 withdraw during the vote and have no vote on the matter.
- 10. Records & Accounts**
- 10.1 The committee must comply with the requirements of The Charities Act 2011 or any substantial re-enactment as to the keeping of the financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:
- 10.1.1 Annual Reports
- 10.1.2 Annual Returns
- 10.1.3 Annual Statements of account.
- 10.2 The committee must keep proper records of:
- 10.2.1 All proceedings at general meetings
- 10.2.2 All proceedings at committee meetings
- 10.2.3 All reports of sub-committee
- 10.3 Annual reports and statements of accounting relating to the association must be made available for inspection by any member of the association.

- 10.4 The committee must notify the Charity Commission promptly of any changes to the association's entry on the Registrar of Charities.
- 10.5 The Committee must comply to the school St Lawrence C of E Primary Schools constitution with regards to processing payments to and from the bank account.
- 10.5.1 No payments shall be made on event days unless otherwise agreed in advance
- 10.5.2 All transactions in the account need to have a clear trail showing where the money has been received or spent
- 10.5.3 No expenditure shall be set against any money the committee member/ trustee has prior to it hitting the account

#### 11. Notices

- 11.1 Notice of any general meeting of the association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by the association to its members. Notifications by hand may include distributions to parents, guardian and carers via their children with or without other communication from the school.
- 11.2 The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member  
A technical defect in the giving of notice which the members or committee/ trustee are unaware of at the time does not invalidate decision taken at a general meeting.

#### 12. Amendments

- This constitution may be amended at a general meeting of the association by a two-thirds majority votes cast but:
- 12.1 the members must be given 21 clear days' notice of the proposed amendments
- 12.2 no amendment is valid if it would make a fundamental change to the charitable purpose (objects) Clause 2 or destroy the charitable status of the association and amendment may be made to clause 9 without the prior written consent of the Charity Commission  
A copy of any resolution amending the constitution must be sent to the Charity Commission within 21 days of it being passed.
- #### 13. Dissolution
- 13.1 The association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instruction for the disposal of any assets remaining after paying the outstanding debts and liabilities of the association.
- 13.2 The net assets shall not be distributed among the members of the association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the committee.
- 13.3 If it is not possible to dispose of an asset as described in Clause 13.2 then the assets shall be given to another charitable cause provided that the cause is within the objects of the association.
- 13.4 Should the net liabilities outweigh the net assets any committee members/ trustees will be held equally accountable for the balance of the debt, unless adequate insurance/cover has been provided see clause 3.

#### 14. Data Protection

- The committee is responsible for maintaining all of the data gathered for the purpose of fulfilling the purpose (object) of the association
- 14.1 Any data gathered that has been stored at the school St Lawrence Primary C of E should comply with their General Data Protection Regulations
- 14.2 The committee member/trustee should also make sure they have an adequate protection so that the data cannot be accessed while travelling between locations.
- 14.2.1 The data should not be stored in an unsecure location overnight
- 14.3 Any data gathered must clearly state the purpose of the data and identify a destroy date

#### 15. Glossary of Terms

- 15.1 In this constitution:
- Address:** means a postal address or, for the purpose of electronic communication i.e an email address, a fax number or a text message number in each case registered with the charity
- AGM:** means an annual general meeting of the members of the association
- The Association:** means the charity comprised in this constitution
- The Chair:** means the chair of the association in this constitution
- Charity trustee:** has the meaning prescribed by section 177 of the Charities Act 2011 or any substantial re-enactment. Every committee member/trustee is legally a charity trustee
- Clear day:** means 24 hours from midnight following the triggering of event
- The commission:** means the charity commission for England and Wales [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)
- The committee:** is the governing body of the association and includes all elected and co-opted committee members/trustees
- Committee member/ trustee(s):** means a member of the committee elected at the AGM by the membership
- Co-opted committee member/trustee(s):** means a member of the committee appointed by the committee members/ trustees in accordance with clause 6
- EGM:** Means an extraordinary general meeting of the members of the association and which is not an AGM
- Fundamental change:** means a change that would not have been within the reasonable contemplation of a person making a donation to the association
- General meeting:** means any AGM or EGM (see above)
- Governing body:** means the governing body of the school
- Headteacher:** means the headteacher, executive head or Principal of the school
- Independent examiner:** has the meaning prescribed by section 145(a) of the charities act 2011 or any substantial re-enactment
- Member and membership:** refer to members of the association as set out in clause 4
- Months:** means calendar months
- The objects:** means the charitable objects of the association set out in clause 2
- Permanent trading:** means the carrying on a trade or raising funds and not for the purpose of actually business on a continuing basis for the principal of carrying out the objects
- Written or in Writing:** refers to the legible documents on paper including an electronic communication (email) where the member or co-opted member/ trustee has agreed receipt of notices by electronic means
- Unincorporated association:** an 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make profit, e.g a voluntary group. Individual members are personally responsible for any debts and contractual obligations
- Year:** means calendar year unless otherwise specified.