

**SACRED HEART CATHOLIC PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION (PTA) CONSTITUTION**

**1. ASSOCIATION NAME:**

1.1) The name of the Association shall be Sacred Heart Catholic Primary School Parent Teacher Association (hereinafter: PTA)

**2. AIMS:**

2.1) The aim of the PTA shall be to support the education of the pupils of Sacred Heart Catholic Primary School by providing and assisting in the provision of facilities (not normally provided by the relevant Local or National education authorities) for the education at the school, and as an ancillary thereto, and in furtherance of this aim the PTA may:-

- a) foster more extended relationships between staff, parents and others associated with the school; and
- b) engage in activities which support the school and support the education of the pupils attending it.

2.2) It is clearly understood that the day to day running of the school, its curriculum and educational methods employed, are not the responsibility of the PTA.

2.3) The PTA shall be non political and non sectarian.

**3. MEMBERSHIP:**

3.1) Membership of the PTA shall be open to all members of Sacred Heart Catholic Primary School Community namely the Parents and Guardians of current Pupils, and staff.

**4. GENERAL MEETINGS:**

4.1) The Annual General Meeting (AGM) shall be held in October each year. The notice calling the meeting shall be posted at least 14 days in advance. Business shall include:

- a) The work of the committee via a report from the Chairperson
- b) Treasurer's report and accounts
- c) Approval of the accounts
- d) Appointment of an independent examiner for the association
- e) Election of members to serve on the committee

Voting shall be on the basis of one vote per member present and at all AGMs the quorum shall consist of 12.

4.2) The Committee or 12 members shall have the power to call an Extraordinary General Meeting (EGM) giving at least 14 days notice and including a formal agenda. Voting shall be on the basis of one vote per member present and at all AGMs the quorum shall consist of 12.

**5. PTA COMMITTEE:**

5.1) The business of the PTA shall be managed by a committee consisting of parents and teacher(s).

5.2) Members of the committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. The office bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the committee at the first meeting after the AGM.

The committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

5.3) Committee meetings shall be held at least once each school term at such times and places as the committee shall direct. At all meetings of the committee a third of members, at least two of whom are office bearers, shall form a quorum. Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

5.4) The committee shall be responsible for ensuring that all property / money received by / for the PTA shall be applied for the aims of the PTA. It is important to keep accurate minutes to demonstrate how money raised has been used to fund specific items rather than recorded as an amount donated to the school. Members of the school Senior Leadership Team will determine where there is a need for funds to be spent and liaise with the PTA on this matter. A report should be made to the parents at the AGM of what has been bought.

5.5) The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the PTA.

## 6. FINANCE

6.1) Funds of the PTA shall be lodged in a bank, building society or other account in the name of the association. Cheques shall be drawn or withdrawals made against the signature of two named committee members.

6.2) The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA.

6.3) The books shall be examined by an independent auditor and the accounts presented at the AGM.


## 7. CHANGES TO THE CONSTITUTION

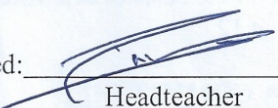
7.1) Changes or additions must be made at an AGM or an EGM called for that purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## 8. DISSOLUTION

In the event the PTA ceases to exist, any remaining funds should be distributed for the benefit of the children at the school.

Constitution as adopted at the AGM.

Signed:   
Chairperson

Signed:   
Headteacher

Date: 25.10.12