

Ranelagh Parent Teacher Association (PTA)

CONSTITUTION



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1. Association name: Ranelagh School Parent Teacher Association
2. The association is based at: Ranelagh School, Ranelagh Drive, Bracknell, Berkshire, RG12 9DA
3. Correspondence to the PTA should be addressed to: PTA Secretary at the above address
4. The objectives of the association are:
To advance the education of pupils in the school by:
 - 1) Developing effective relationships between the staff, parents and others associated with the school.
 - 2) Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.
5. The members of the association are the parents or carers of pupils currently attending the school plus the staff currently employed by the school.
6. The association shall be managed by an elected committee consisting of the following officers:
 - President
 - Chair
 - Vice chair
 - Secretary
 - Treasurer

Together with up to twelve other committee members, of whom up to three may be school staff. The Headteacher shall be conferred with the honorary title of President of the Association.
7. To achieve the objectives, the association may:
 - Help to advance the education of pupils at Ranelagh School within the context of the stated aims and objectives of the school.
 - Provide social activities for staff, pupils, parents, and others associated with the school in order to provide informal opportunities to meet and get to know each other.
 - Raise funds in support of the stated aims of the school (but not by means of taxable trading).
 - Provide or assist in providing equipment or facilities for education at the school.
 - Publish or distribute information within the context and ethos of the school.
 - Set aside funds for special purposes or as reserves against future expenditure.
 - 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 investments and the need for diversification).
 - Engage in activities which support the school and advance the education of the pupils.
 - Do anything else within the law which promotes the objectives.

CONSTITUTION

The committee shall only undertake activities with the consent of the Headteacher or their nominated deputy.

8. The association will:

- Support the stated aims of the school.
- Notify the Charity Commission promptly of any changes to the charity's entry in the Central Register of charities.

9. The association will not:

- Concern itself with matters relating to individual pupils.
- Be party political.

10. The association has the right to:

- Take out public liability and personal accident insurance to cover association meetings, activities, and committee members.
- Take out other insurance policies to protect the association where required.
- Amend this constitution at a General Meeting when supported by a two thirds majority of the votes cast.
 - But no amendment is valid if it would make a fundamental change to the Objectives of the Association.
 - But no amendment is valid if it would make fundamental changes to this clause.
 - But no amendment is valid if it would destroy the charitable status of the Association.
 - But no amendment is valid if it would affect dissolution clause 15.
 - Members must be given 21 clear days' notice of proposed amendments to the Constitution.
 - A copy of any resolution amending this constitution must be sent to the Charity Commission within twenty-one days of it being passed.
- Insure officers and committee members against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is, or is alleged to be, a breach of trust or breach of duty.

11. Operational requirements:

- The committee shall be elected at the AGM and shall hold office until the next AGM.
- The committee may co-opt additional committee members for specific tasks so long as the number of co-opted members does not exceed 25% of the number of ordinary committee members. (Co-opted committee members need not necessarily be members of the association.)
- Co-opted committee members may be co-opted by the committee at any time and shall hold office until the next AGM.
- Committee members, excluding any co-opted members are the trustees of the association.
- The committee may delegate any of their functions to sub-committees consisting of two or more persons appointed by them (but at least one member of every sub-committee must be a committee member and all proceedings of sub-committees must be reported promptly to the committee).
- Whenever a committee member has a personal interest in a matter to be discussed at a committee meeting, the committee member must:
 - Declare an interest before discussion begins on the matter.

CONSTITUTION

- Withdraw from that part of the meeting unless expressly invited to remain in order to provide information.
- Not be counted in the quorum for that part of the meeting.
- Withdraw during the vote and have no vote on the matter.
- The committee must keep proper records of:
 - All proceedings at general meetings.
 - All proceedings at committee meetings.
 - All reports of sub-committees.
- The Committee must comply with the requirements of the Charities Act 1993 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:
 - Annual reports.
 - Annual returns.
- The Committee must make annual reports and statements of account to the association available for inspection by any member of the association.
- A committee member automatically ceases to be a committee member if he or she:
 - Is disqualified under the Charities Act 1993 from acting as a charity trustee.
 - Is incapable, whether mentally or physically, of managing his or her own affairs.
 - Is absent from three consecutive meetings of the Committee.
 - Ceases to be a member of the association.
 - Resigns by written notice to the committee (but only if at least two committee members will remain in office).
- A retired committee member is entitled to an indemnity from the continuing committee members at the expense of the association in respect of any liabilities properly incurred whilst he or she held office.
- A technical defect in the appointment of a committee member of which the committee are unaware at the time does not invalidate decisions taken at a meeting.
- Any PTA committee members / volunteers who visit the school for PTA purposes or to help at events are required to pass a Disclosure and Barring Service (DBS) check.
- The treasurer and all other cheque book signatories, being joint custodians of the bank accounts, shall also be DBS checked.
- Notices to members may be sent by hand, or by post or by suitable electronic communication or in any newsletter distributed by the association. Notification by hand may include distribution to parents and carers via their children with or without other communications from the school.
- Any technical defect in the giving of notice of which the members or the committee members are unaware at the time does not invalidate decisions taken at a meeting.

12. Committee Meetings

- There shall be at least 1 committee meeting per term.
- The Chair or (if the Chair is unable or unavailable to do so) some other officer of the committee chosen by the committee members present presides at the committee meeting.
- Six members of the committee shall constitute a quorum at a committee meeting, provided that two elected officers are included in that number.
- Except for the chair of the meeting, who has a second or casting vote, every non-co-opted member has one vote on each issue.
- Every issue may be determined by a simple majority of the votes cast at a committee meeting.

CONSTITUTION

- A resolution that is in writing and signed / endorsed electronically by all committee members is as valid as a resolution passed at a meeting. The resolution may be contained in more than one document and will be treated as passed on the day of the last signature / electronic endorsement.

13. General Meetings (AGMs and EGMs)

- An Annual General Meeting must be held every year.
- The Annual General Meeting shall be held in the autumn term and in any case no later than 30th September.
- All members are entitled to attend any AGM or Extraordinary General Meeting (EGM) of the association.
- There is a quorum at a General Meeting if the number of members personally present is at least 26 (two times the number of committee members). This does not apply in the situation of dissolving the association.
- Except for the chair of the meeting, who has a second or casting vote, every member present in person has one vote on each issue, and every issue at the general meeting is determined by a simple majority of votes.
- Expressions of interest for election to the committee should be sought through PTA communications in advance of each AGM, subject to the following:
 - Nobody is precluded from seeking election during the AGM meeting itself if they have not expressed an interest in advance.
 - Nominees must be proposed by one member and seconded by another.
 - Nominations must have the consent of the nominee.
- At the AGM
 - The chair shall be taken by the Headteacher, or in their absence the Deputy Headteacher, of the school.
 - The financial accounts will be presented for the previous year, duly audited, for approval by the members at that meeting.
 - A report on the association's activities since the previous AGM will be presented.
 - The members will appoint an independent examiner or auditor for the association.
- An EGM may be called at any time by the committee and must be called within 21 days after a written request to the committee from at least 25 members.

14. Finance

- The committee as charity trustees have control of the association and its funds.
- The funds of the association must be used for promoting the objectives.
 - Funds may also be used to purchase appropriate insurance (as defined above).
- The treasurer shall act on all occasions under direction of the committee and shall be responsible for keeping accounts of all income and expenditure.
- The treasurer, chair and any other committee members who the officers deem appropriate shall be granted access to the association's internet banking application.
- The Treasurer shall present a financial report at all committee meetings and at the AGM.
- Bank accounts shall be operated in the name of the association and withdrawals shall be made on the signature (or prior authorisation in the case of online banking transactions) of two officers of the association.
- The financial year for the association shall end on 31 August.
- The association may employ paid or unpaid agents, staff or advisers except

CONSTITUTION

- No committee member may receive any payment of money or other material benefit (whether direct or indirect) from the association; the only exceptions are:
 - a) Committee members may claim reimbursements of reasonable out-of-pocket expenses actually incurred on behalf of the association, including stamps, stationery and costs incurred in preparing for an event
 - b) A committee member may accept charitable benefits in his or her capacity as a beneficiary subject to prior declaration of the personal interest

15. Dissolving the association

- The association may be dissolved by a resolution presented at an EGM called for this purpose
 - The resolution must have the assent of two thirds of those present and voting
- The resolution to dissolve the association may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities
 - The assets shall not be distributed among the members of the association but will be given to the school
 - If effect cannot be given to this provision, then the assets shall be given to the trustees of the school or the Diocese of Oxford for use for some other similar educational charitable purpose
- The trustees must notify the Charity Commission promptly that the charity has been dissolved. If the trustees are obliged to send the charity's accounts for the accounting period that ended before its dissolution, they must send to the Charity Commission the charity's final accounts.

Agreed at AGM
on 28 September 2021