

# CONSTITUTION

1. The name of the constitution shall be ST. JOSEPH'S PARENTS, TEACHERS AND FRIENDS ASSOCIATION (P.T.F.A.)
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:
  - a. Develop more extended relationships between staff, parents and others associated with the school.
  - b. Engage in activities which support the school and advance the education of the pupils attending it.
  - c. Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the Governing Body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. Membership shall consist of all parents and/or guardians of pupils attending the school, friends of the school, ancillary staff and governors.
6. The Management of the Association shall be vested in a Committee consisting of the following Officers: Chairperson, Vice Chair, Secretary and Treasurer.
7. The Officers and Committee shall be elected at the Annual General Meeting and shall serve for one year.
8. Twice the total number of the Committee members shall constitute the quorum.
9. The Committee shall have the power to co-opt a maximum of two members if and when needed.
10. At an AGM the members will receive the report of the association for the previous financial year and report of the committee members on the association's activities. They will also elect the committee members and discuss and determine any issues of policy.
11. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
12. The Committee meetings shall be held at least once each term.
13. The Annual General Meeting (AGM) shall be held on the second week of September. At the AGM the chair shall be taken by the Chairperson or in his/her absence the Vice Chair.

14. Nominations for those posts which have completed 1 year, shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM.
15. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
- 16.** An external Auditor could be elected annually at the AGM to audit the accounts and books of the Association if needed.
17. Special General Meetings may be called at the written request of a minimum of 10 members.
18. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
19. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report when needed and shall present the accounts duly audited for approval by the members at the Annual General Meeting.
20. Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of 1 named Officer of the Association (Treasurer) plus the Headteacher.
21. The financial year shall commence on the 1st September.
22. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
23. No alterations to this Constitution may be made except at the Annual General Meeting or a Special General Meeting called for this purpose. No amendments or alterations shall be made without written permission of the Charity Commission to Clauses 2, 23 and 24, and no alteration shall be made which would cause the Association to cease to be a charity in law. Alterations to the Constitution shall receive the assent of two thirds of the members present and voting at an AGM or Special General Meeting.
24. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remains after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. In effect cannot be given to this provision then the assets can be given to some other charitable purpose.