



## Model Constitution

**Updated: October 2005**

The exemplar constitution is in **bold** and explanations in *italics*

NAME: Merrydown Primary School PTA

*The name and membership of the Association should match so, if parents and staff are involved, use "PTA", if just parents, use "PA" and for a group that includes the wider community/ former pupils etc. use "Friends" or similar.*

AIMS:

- a) to promote close co-operation and communication between parents and teachers**
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils**
- c) to engage in activities which support and advance the education of the pupils attending the school.**

*The aims should be general so that the PTA is not restricted in its activities.*

POWERS: The Association shall have the power to do anything considered by the committee to be in furtherance of the aims.

*This is just a general clause which gives the Association formal power to do whatever is necessary.*

MEMBERSHIP: The membership consists of all parents/guardians of children attending Merrydown Primary School and all staff.

GENERAL MEETINGS: The Annual General Meeting (AGM) shall be held in (any convenient month) each year. The notice calling the meeting shall be sent to members at least two weeks in advance.

**The business shall include:-**

- a) the work of the committee**
- b) approval of the accounts**
- c) appointment of Auditor**
- d) any resolutions submitted by members**
- e) election of members to serve on the committee**

**At all general meetings voting shall be on the basis of one vote per member present at the meeting.**

**At all general meetings the quorum shall consist of (any number)\*.**

*\* As long as all members have been told of the meeting and of the main items of business in adequate time, there is no need to have a large quorum which might be difficult to achieve*

*and which might prevent the Association from holding a proper AGM. A number between 5 and 20 - perhaps equal to the number of committee members - depending on the size of the school, would be appropriate.*

**The committee or (any number)\* of members shall have the power to call an Extraordinary General Meeting.**

*\* Again, we suggest a number equal to the number of committee members.*

COMMITTEE: The business of the Association shall be managed by a committee of (any number)\* consisting of parents and teacher(s).

*\* The numbers will depend on the size of the school. In some small schools, all PTA members are invited to all meetings so there is no committee as such, just the office bearers and all the members. However, in general it would be difficult to operate with fewer than a total of 5 and more than a total of 20. It is best to have a range for committee membership (i.e. between 5 and 20 people) so that the PTA can keep going both in years when there is not much support and in years when there is a lot of support.*

**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 term of office can be anything you choose but "one year" and "eligible for re-election" offers the greatest flexibility.*

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.

*It is possible to have office bearers elected at the AGM. The advantage of having them appointed by the committee is that if someone has to stand down during the year, a replacement can be appointed without having to call a special general meeting.*

**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.**

**A member of the committee failing to attend three consecutive meetings may be deemed to have retired from the committee.**

**Meetings of the committee shall be held as required. At all meetings of the committee a third of members, at least two of whom are office bearers, shall form a quorum.**

*Again, a quorum is only valid if all the committee members have been informed of the meeting, and sent notice of the items of business, in advance.*

**Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairman shall have both a deliberative and casting vote. The Chairman's casting vote shall be used only in the event of a tie.**

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

**FINANCE: Funds of the Association 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 signatures of two named committee members.**

**The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The books shall be brought to balance six weeks before the AGM and the accounts shall be audited by an auditor appointed at the previous AGM by the members.**

*The auditor does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of the committee and whom everyone trusts.*

**The committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association**

*"Aims of the Association" include "supporting and advancing the education of the pupils" i.e. buying computers etc. Wrangles over money are the most common cause of problems for PTAs and PAs. It is important to keep good records and it helps if the Committee determines how the money they have raised is spent - that it is not simply handed over to the school. A report should be made to the parents at the AGM (see "General Meetings - business") of what's been bought.*

**CHANGES TO THE CONSTITUTION:** Changes or additions must be made at an AGM or an EGM called for the 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.

**DISSOLUTION:** In the event that the Association ceases to exist any remaining funds should be distributed for the benefit of the children at the school.

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