

St Brendan's School Parents Teachers and Friends Constitution

1. Name

The name of the organisation is St Brendan's School Parents, Teachers and Friends (the PTF).

2. Objectives

The objectives of the St Brendan's School Parents, Teachers and Friends (the PTF) are to:

- a. Promote close contact and the widest co-operation between the school and parents/caregivers, teachers, the Board of Trustees, our parish and community.
- b. Fundraise in support of school programmes for the improvement of educational opportunities, improved facilities and equipment and to provide other financial support which is in line with the school's strategic plan and not provided for by the Board of Trustees.
- c. Foster a community interest in the activities of the School and to cultivate, encourage and improve the participation of parents/caregivers and community members in school activity.

3. Membership

Membership is open to:

- a. Parents and guardians of children on the school role.
- b. The staff of the school.
- c. Members of the Board of Trustees.
- d. The school and parish community.

4. The PTF Committee

The PTF Committee, as a minimum, should consist of the following three office holding positions:

- a. President
- b. Secretary
- c. Treasurer

And include:

- d. a teacher representing the staff of the school and;
- e. no less than two ordinary members

In addition to this, the role of Vice President may be considered desirable by the PTF Committee, particularly with a view to succession.

4.1 Election of Officers

- 4.1.1 Election of officers will be held each year at the AGM and be confirmed by popular, majority vote at the AGM
- 4.1.2 The PTF will have the power to fill any officer vacancy that arises in between elections.

4.2 PTF Committee Meetings

- 4.2.1 The PTF will meet throughout the year, usually on a monthly basis. Notice of meetings will be given to all staff, parents and caregivers of children attending the School at least five days prior to the meeting being held.

- 4.2.2 A quorum for PTF committee meetings will be four members and include at least one office bearing member.
- 4.2.3 Where possible, all decision making will be by consensus. In the event that consensus cannot be reached, decisions will be made by majority vote or a show of hands. Each member has one vote. If voting is tied, the Chairperson will have a casting vote.
- 4.2.4 Where any member of the PTF, including office bearers, fails to attend three (3) consecutive PTF meetings, without leave of absence, the remainder of the PTF may, at their discretion and subject to a decision, remove that person from the PTF.

4.3 Sub Committees

- 4.3.1 Sub committees may be formed to execute specific tasks and will report directly to the PTF committee.
- 4.3.2 All subcommittee decisions must be ratified by the PTF committee at its monthly meeting.

5. Annual General Meeting

The Annual General Meeting (AGM) will be held within 3 months of the end of the financial year to:

- 5.1. Elect officers
- 5.2. Receive the financial statements of the previous year
- 5.3. Receive the President's report for the previous year
- 5.4. Consider whether to appoint a suitably qualified person to audit or review the PTF's accounts and;
- 5.5. Conduct any other business

6. Special General Meeting

- 6.1. A Special General Meeting may be called by the PTF to consider a single issue of significance, or where members of the PTF wish to consider an operational matter relating to the constitution.
- 6.2. When a meeting has been requested, it shall be held within thirty (30) days of that request.

7. Notice of Annual and Special General Meetings

Notice of Annual and Special General Meetings shall be given to all staff, parents and caregivers of children attending the School fourteen (14) days prior to the meeting being held.

8. Finance

- 8.1. The financial year of the PTF will be from 1 January to 31 December.
- 8.2. The bank account(s) will operate with three signatories authorised to operate account documents on behalf of the PTF.
- 8.3. All payments made against the bank accounts will be signed and authorised by two of the three authorised signatories.
- 8.4. The Treasurer will ensure that true and fair accounts are kept of all money received and expended.
- 8.5. The PTF may arrange for the annual accounts to be audited or reviewed by a suitably qualified person appointed for that purpose.

9. Income, Benefit or Advantage Applied to Purpose

- 9.1. Any income, benefit or advantage will be applied to the objectives of the PTF.
- 9.2. No member of the PTF, or any person associated with a member, shall derive any income, benefit or advantage from the PTF where they can materially influence the payment of the income, benefit or advantage. Except where that income, benefit or advantage is derived from professional services to the PTF rendered in the course of business charged at no greater rate than current market rate.
- 9.3. Any payments made to a member of the PTF or person associated with a member, must be for goods or services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.
- 9.4. Members of the PTF must not benefit financially, by accepting money or gifts, while carrying out their duties as a member of the PTF.
- 9.5. Potential conflicts of interest must be declared by members of the PTF.
- 9.6. The provision and effect of this clause shall not be removed from this constitution and shall be implied into any document replacing this constitution.

10. Changes to the Constitution

- 10.1. The constitution can be changed by a two thirds majority at a General Meeting called for that purpose.
- 10.2. No addition to or alteration or removal of the rules shall be approved if it detracts from or alters the nature of the PTF or affects the charitable purpose, personal benefit prohibition or the winding up rules.
- 10.3. This rule must not be removed from this constitution and must be included in any alteration or addition to or revision of this constitution.

11. Winding up

- 11.1. The PTF may be wound up at any General Meeting called for that purpose. The PTF may be wound up by a resolution to this effect passed by two thirds of eligible members personally present at any General Meeting called for that purpose.
- 11.2. If upon winding up or dissolution of the PTF there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the PTF but shall be distributed to the Board of Trustees of the School.

This constitution comes in force on
in accordance with this constitution.

and shall remain in force until altered

M. Groves
D. [unclear] 27/7/2015