

# Constitution

**NAME**                      **FRIENDS OF LJFS ...working together for our children**

**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 pupils attending the school

**POWERS**

The PTA shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the members.

**NUMBER OF COMMITTEE MEMBERS**

The membership consists of parents/carers of children attending LJFS and school staff as selected by the members.

**GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in November each year. The notice calling the meeting shall be sent to the members of the PTA at least two weeks in advance.

The business shall include:-

- a) the work of the PTA
- b) approval of the accounts
- c) appointment of an individual who will review the annual accounts
- d) any resolutions submitted by the members
- e) election of members to serve on the PTA

At all general meetings voting shall be on the basis of one vote per parent/full PTA Committee member present at the meeting.

At all general meetings the quorum shall consist of 5.

The PTA Committee or 5 of the members shall have power to call an Extraordinary General Meeting.

**PTA MEMBERSHIP**

Members of the PTA 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, Vice Chairperson and Secretary and such others as may be required. The office bearers will be elected by the PTA Committee at the first meeting.

The PTA Committee may co-opt up to 4 to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the PTA 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.

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

A member of the PTA failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the PTA.

#### **MEETINGS**

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

All PTA meetings shall be open and any member may attend although they will not have voting rights.

#### **FINANCE**

To be organised with the LJFS Finance Director (Paul Staniland)

The PTA shall be responsible for ensuring that all property/money received by/for the members/PTA Committee shall be applied for the aims of the PTA.

#### **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 PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.