

# *Roseburn Primary School*

## *Parent Teacher Association*

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### **Constitution**

#### **1 Name**

The name of the association shall be the Roseburn Primary School Parent Teacher Association. ("PTA")

#### **2 Aims**

The aims of the association shall be:

- to offer assistance and support to school and nursery staff in all activities, where applicable
- to raise funds for the use of the school and nursery and to consult with parents and staff in order to determine how said funds should be spent
- to organise social events for parents, pupils and staff to develop effective relationships within the school / nursery community

#### **3 Membership**

Membership shall be open to all school and nursery staff and the parents/guardians of pupils attending the school or nursery.

#### **4 The Committee**

- the PTA will be a standing sub-committee of the Roseburn School Parent Partnership
- the committee will consist of parents/guardians and school or nursery staff
- office bearers will consist of Chairperson, Treasurer, Assistant Treasurer and Secretary
- office bearers will be elected on an annual basis at the Annual General Meeting
- retiring members will be eligible for re-election

#### **5 Meetings**

- Committee Meetings will be held as required
- the Annual General Meeting will be held in line with the Parent Partnership AGM

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- 50% of committee members will require to be present in order to declare a meeting quorate
- all meetings shall be minuted and these minutes available for any parents/guardians and school or nursery staff to review
- should a vote required to be taken, each committee member shall have one vote
- the Chairperson shall have both a deliberative and a casting vote

### **6 Finance**

- a) PTA finances shall be managed by a Treasurer who will be appointed annually at the Annual General Meeting.
- b) All monies collected and managed by the PTA will be held in an appropriate bank account.
- c) There shall be two nominated signatories who shall normally be the PTA Treasurer and Assistant Treasurer.
- d) No cheque will be passed for payment until it has been signed by both of the nominated signatories.
- e) At no time should any cheque be signed until all other details have been completed.
- f) All transactions must be adequately documented with appropriate receipts and/or written explanations.
- g) All transactions must be recorded in the official PTA Accounts Book.
- h) Money taken at any PTA event shall be counted by two committee members one of whom shall normally be the Treasurer. A written statement of the amounts involved will be kept. Money should be banked as soon as possible after any event.
- i) The PTA accounts will be available for scrutiny at all PTA Meetings and at other times by arrangement with the Treasurer.
- j) These accounts will be brought to balance by the 30<sup>th</sup> April each year and reviewed by an independent examiner outwith the PTA or Parent Partnership (this person does not require to be a qualified Accountant)
- k) An annual statement of account will be presented at each Annual General Meeting.

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- l) Should it be necessary to wind up the affairs of the Association, any remaining funds will be given to Roseburn Primary School for the benefit of the children at the school.

### **7 Alterations to the Constitution**

No alteration shall be made to the constitution except at an Annual General Meeting or Extraordinary General Meeting, such proposed changes being specified in the notice calling the meeting. Changes can be approved by a simple majority of those attending.