

NORTH BERWICK HIGH SCHOOL PARENT TEACHER ASSOCIATION (SC022024)

NAME **North Berwick High School Parent Teacher Association**

AIMS

The Advancement of Education, which will be achieved by the following methods:

- a) to promote close co-operation and communication between parents/carers and teachers;
- b) to engage in fundraising ventures and other activities which support and advance the education of pupils attending the school.

POWERS

The Association 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 school community.

NUMBER OF MEMBERS

The membership consists of parents/carers of children attending North Berwick High School and members of school staff, all taken from the school community. There will be a minimum of five and a maximum of twenty members.

GENERAL MEETINGS

The Annual General Meeting ("AGM") shall be held in September each year. The notice calling the AGM shall be sent to the school community at least two weeks in advance.

Any member of the school community shall have the right to raise a motion to be voted on at the AGM by sending the motion in writing to the Association's Secretary by no later than ten days prior to the AGM.

The business shall include:-

- a) the work of the Association;
- b) approval of the accounts;
- c) appointment of an individual who will review the annual accounts;
- d) receipt of reports as appropriate from Office Bearers;
- e) any resolutions submitted by members of the school community;
- f) election of members to serve on the Association.

At all general meetings voting shall be on the basis of one vote per parent/carer/school staff member/ Association member present at the meeting.

At all general meetings the quorum shall consist of no less than five.

The Association, or at least ten members of the school community, shall have the power to call an Extraordinary General Meeting (“EGM”). The latter must submit a written request for an EGM to the Association and the Association must call that EGM within twenty-one days, to happen within three months of the date of said request.

ASSOCIATION MEMBERSHIP

Members of the Association shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. The Association may include other members of the school community to fill a vacancy occurring between AGMs.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The Office Bearers will be elected by the Association at the AGM or at their first meeting after the AGM.

Where an Office Bearer’s position becomes vacant during the normal term of office the Association may, at its discretion, opt to fill this post in one of the following ways: (i) the deputy for the post or an agreed member of the Association may stand in for the duration, (ii) the Association may elect a replacement from its membership or (iii) an Extraordinary General Meeting may be called to elect a new member to the post.

Each member of the Association 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 of the school community.

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

If a member acts in a way that is not within the aims or objectives of the Association or brings it into disrepute, the Association reserves the right to terminate that individual’s membership of the Association.

The Association is a separate body and shall act independently of North Berwick High School Parent School Partnership (“PSP”). A representative from the Association may attend PSP meetings and a representative from the PSP may also attend Association meetings to promote good communications between the two groups.

ASSOCIATION MEETINGS

Meetings of the Association shall be held as required. At all such meetings, a quorum shall consist of two members and two Office Bearers.

All meetings shall be open and any member of the school community may attend, although they will not have voting rights.

FINANCE

The 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 or, in the case of transactions made via online banking, the digital authority of at least two named Association members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The Association's financial year shall end on the last day of July in each year and the books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the parents/carers/school staff.

As the Association is a registered charity, the accounts shall be lodged with the relevant regulatory body as required by current statutory regulations.

The Association shall be responsible for ensuring that all property and money received by and for the Association shall be applied for the aims of the Association.

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 North Berwick High School Parent Teacher Association ceases to exist any remaining funds should be distributed for the benefit of the children at the school, providing the funds continue to be used for the advancement of education.