



\*BS-20864\*

CONSTITUTION FOR NORTH BERWICK HIGH SCHOOL PARENT/TEACHER ASSOCIATION - Adopted 29th September 1993.

Amendment to Clause 3.(d) adopted 28th October 1993

**NAME**

1. The name of the Association shall be "North Berwick High School Parent Teacher Association." ✓ The Association shall be non-party political and non-sectarian. ✓

**OBJECTS**

2. The object of the Association is the advancement of education by encouraging the fullest cooperation between home and school, education authorities, central government and all other interested persons and bodies and by providing and assisting in the provision of facilities for education at the school not normally provided by the education authority. ✓ In furtherance of this object and as ancillary thereto the Association may ✓
  - (a) encourage partnership between parents and teachers in in the education of the children at the school. ✓
  - (b) encourage interest in and discussion of education and child welfare in matters affecting the relationship between home and school. ✓
  - (c) encourage the recognition of the views of parents with children at the school whilst recognising the Head Teacher is the responsible authority in the school. ✓
  - (d) encourage parental participation on decisions affecting the education of pupils at the school. ✓
  - (e) provide a mechanism for communication between parents with children at the School Board. ✓
  - (f) foster more extended relations between staff, parents and others associated with the school. ✓
  - (g) engage in activities which support and advance the education of the pupils attending it. ✓
  - (h) encourage interest or involvement in other matters in the achievement of the main object. ✓

**POWERS**

3. The Association shall have the power to do any thing considered by the Committee to be in furtherance of the foregoing objects, and in particular, but without prejudice to that generality. ✓
  - (a) to raise, hold in bank or otherwise, invest, apply and distribute funds. ✓

(b) to employ staff, and to do all things which may be deemed necessary or appropriate in relation to such employment✓

(c) to take such steps as may be necessary to qualify for tax exemption or other benefits✓

(d) to support, subscribe or become affiliated to any other charitable object✓, institution, society or fund with aims compatible with those of the Association✓

#### MEMBERSHIP

4. (a) Ordinary membership shall be open to parents or guardians of children attending the school (and to the teaching staff at the school)✓.

(b) Associate Membership shall be open to individuals who are interested in promoting the objects at Clause 2 above✓.

(c) Junior membership shall be open to all pupils at the school✓. Junior members shall not be entitled to vote✓.

(d) Honorary Membership shall be conferred on any individual, who has made a significant contribution to the work of the Association, by the Members at a General Meeting✓.

(e) The Committee shall have the right for good and sufficient reason to terminate the membership of any individual provided the individual member concerned shall have the right to be heard by the management committee before a final decision is made✓.

(f) Membership of whatever kind shall be subject to the payment of the appropriate membership fee if any✓.

#### GENERAL MEETINGS

5. The Annual General Meeting shall be held in September in each year. The notice calling the meeting shall be sent to Ordinary Members at least three weeks in advance of the meeting. The Agenda shall be sent to Ordinary Members at least two weeks in advance of the meeting. The business shall include:

(a) the consideration of the work done by or under the auspices of the Committee;

(b) the approval of accounts;

- (c) the appointment of the auditor;
  - (d) the fixing of the membership fees if any for the coming year;
  - (e) resolutions submitted by the Committee or by Ordinary Members
  - (f) election of members to serve on the Committee.
6. Resolutions from Ordinary Members for submission to the Annual General Meeting must be duly proposed and seconded and in the hands of the Secretary at least seventeen days in advance of the meeting.
  7. The Committee shall have the power to call an Extraordinary General Meeting, or such may be called on the requisition of not less than ten Ordinary Members. Notice of the meeting specifying the business to be transacted, shall be sent to Ordinary Members not less than two weeks in advance of the meeting. Only the business stated in the notice calling the meeting may be transacted at the meeting.
  8. The proceedings of a General Meeting shall not be invalidated by any accidental omission to give notice of the meeting to, or the non-receipt of notice of a meeting by, a member.
  9. At all General Meetings, voting shall be on the basis of one vote per Ordinary Member present at the meeting. Resolutions shall be carried by a simple majority except when any change is made to the constitution, when clause 23 shall apply. Associated and Honorary Members shall have no vote at General Meetings.
  10. At all General Meetings a quorum shall consist of twenty-four Ordinary Members.

#### COMMITTEE

11. The Business of the Association shall be managed by a Committee consisting of not less than seven and not more than nine Ordinary members, including the Office-Bearers. Election of these members of the Committee shall take place at the Annual General Meeting of the Association in accordance with clause 23.
12. (a) Associated and Honorary Members shall not be eligible for election to the Committee but may be co-opted in accordance with Clause 15.  
  
(b) Up to three teachers employed at the school may serve on the Committee at any one time. They shall be elected by the members of staff at the school

- (c) Two pupils shall be members of the Committee co-opted in accordance with Clause 15.
- (d) The Head Teacher and the Chairman of the School board or their representatives shall be members of the Committee co-opted in accordance with Clause 15.
13. Elected Members of the Committee shall retire annually after election but shall be eligible for re-election or co-option. No Ordinary member shall serve more than six years (including periods of co-option) or three years in a particular Officer role.
14. The Officers of the Association shall be the Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman shall be elected at the AGM and all other Officers shall be appointed by the Committee from their members at the first meeting following the AGM and shall remain in office until the following appointment of Office-Bearers.
15. Between Annual General Meetings, any vacancies on the Committee may be filled by co-option subject to the following:
- (a) not more than eight co-opted members including those co-opted under clauses 12 (c)&(d) may be persons who are not Ordinary Members of the Association.
- (c) co-opted members shall retire at each Annual General Meeting but shall be eligible either for election (subject to clauses 11, 12, and 13) or for further co-option (subject to 15 (a) above).
16. The Committee may appoint such special and standing committees as may be considered necessary and shall determine their terms of reference, powers, duration and composition. Persons appointed to such committees need not be members of the Committee.
17. The Committee shall have the power to appoint such specialist or professional advisers as may be considered appropriate and to invite them to attend meetings of the Committee as appropriate, but any such person shall not be entitled to vote.
18. (a) A member of the Committee failing to attend three consecutive meetings may be deemed to have retired from the Committee.
- (b) Elected members of the Committee ceasing to be a parent of a child attending the school (or ceasing to be teachers at the school) shall cease to be members of the Committee at the next Annual General Meeting.

## COMMITTEE MEETINGS

19. (a) Meetings of the Committee shall be held as required, and the Secretary will convene meetings if requested to do so by the Chairman or by two members of the Committee (or Association).
- (b) At all meetings of the Committee six members, at least two of whom shall be Office-Bearers, shall form a quorum.
- (c) 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 a casting vote. The Chairman's casting vote shall be used only in the event of a tie.
- (d) The Committee may invite persons to attend and speak at Meetings but such persons shall not be entitled to vote.
- (e) The proceedings of the Committee shall not be invalidated by any defect in the election, appointment, co-option or qualification of any member.
- (f) The Secretary shall be responsible for the keeping of accurate minutes of all meetings and shall make these available to any member of the Association. A copy of these minutes shall be sent to the School Board if a Board be established).

## FINANCE

20. (a) The funds of the Association shall be lodged in a bank, building society or other account in the name of the Association. Cheques will be drawn or withdrawals made against the signature of two Office-Bearers.
- (b) The Treasurer and Secretary may keep a maximum of £15.00 cash in hand to cover day to day expenses.
- (c) The Treasurer shall be responsible for keeping accurate books recording the financial transactions of the Association. The books shall be brought to balance on 31st July annually and the accounts shall be audited by an auditor who shall be appointed by the Association in the Annual General Meeting. The Auditor shall not be a member of the Association. The accounts, so audited, shall be submitted to the next following AGM for adoption.
21. All property or money received by or for the Association shall be applied for the objects of the Association and shall not be given or paid to any member or officer except by way of payment for services actually rendered to the Association or by way of reimbursement of necessary expenses, eg postage, approved by the Committee authorised by the Chairman ✓

## PROPERTY

22. The title to all property, heritable and moveable, which may be acquired by or on behalf of the Association shall be vested in the names of the Chairman, Vice-Chairman (where appointed), Secretary and Treasurer for the time being ex officio or in the names of a trust established for that purpose.

## ALTERATIONS TO CONSTITUTION

23. No alteration or addition shall be made to the constitution except at an Annual General Meeting or at an Extraordinary General Meeting called for this purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those persons present who are entitled to cast a vote. A quorum shall consist of twenty-four Ordinary Members. The notice calling such meetings shall be sent to members not less than two weeks before the date of the meeting ✓

## DISSOLUTION

24. The Association may be dissolved only at an Extraordinary General Meeting called for this purpose, the notice sent to members at least two weeks in advance of the meeting. ✓ The decision to dissolve will be taken by a simple majority of Ordinary Members represented at the meeting. ✓ There shall be no quorum for this meeting. ✓ Any assets remaining on dissolution of the Association shall not be distributed amongst the members of the Association but will be distributed for the benefit of:

(a) the children at the school, ✓ or

(b) should the closure of the school be the cause of the dissolution of the Association the Assets will be distributed for the benefit of the children at the school to which the pupils have been transferred ✓

Failing (a) or (b) the assets of the Association will be disbursed for the benefit of the education of children in Scotland in any manner which is exclusively charitable at law. ✓

Certified as a true copy of the Constitution for North Berwick High School Parent/Teacher Association ✓ adopted at the AGM on 29th September 1993 ✓ with amendment to Clause 3.(d) adopted at EGM on 28th October 1993. ✓ Signed on 28th October 1993 :- ✓

Allen Angus ✓ Allen Angus, ✓ Chairman, ✓ 37 Green Apron Park  
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