

Brooke Parent-Teacher and Friends Association Constitution.
September 2007

1. The name of the Association shall be Brooke Parent – Teacher and Friends Association.
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this the Association may:
 - a. Engage in activities which support the school and advance the education of pupils attending it.
 - b. Provide and assist in the provision of facilities for education at the school
3. Members of the Association are the parents, guardians or carers of a pupil currently attending the school, friends, plus the members of the teaching and non-teaching staff currently employed by the school. The head teacher shall be an ex-officio member.
4. The officers shall consist of the Chairperson, Secretary and Treasurer
5. The committee shall consist of:
 - a. The officers
 - b. Parent representatives, elected annually
 - c. The head teacher and staff representatives
 - d. Friends representatives, elected annually
6. The officers and committee shall be elected at the Annual General Meeting. Nominations shall be proposed and seconded by members, and should have the consent of the nominee.
7. Members of the committee shall retire each year at the Annual General Meeting but may be eligible for re-election
8. Elected committee members will be expected to attend at least one meeting per term.
9. The committee shall have the power to fill a casual vacancy, and such a new committee member shall hold office until the next Annual General Meeting.
10. The committee may co-opt members for any specific purpose which may arise.
11. The committee shall be responsible for the general running of the Association and all arrangements for each meeting.
12. Committee meetings are held at least termly. A quorum is a minimum of three members. Any three committee members may require the Secretary to convene a meeting within 14 days.
13. An Annual General Meeting shall be held in the autumn term. A special general meeting may be called by the committee, or shall be convened by the Secretary within 14 days of receiving a written request signed by at least ten members of the Association.
14. The funds of the Association shall be deposited in the name of the Association at a bank as approved by the committee.
15. There shall be at least two signatories for the bank account.
16. The Association shall be a member of the National Confederation of Parent-Teacher Associations.

17. The Treasurer shall keep account of all income and expenditure and shall present a financial report termly to the committee.
An audited statement of account shall be presented at the Annual General Meeting. The financial year shall be from 1st September to 31st August.
18. No alteration to the constitution may be made except at the Annual General Meeting, or a Special General Meeting called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission to clauses 2, 18 and 19 and no alteration shall be made which could cause the Association to cease to be a charity in law. Alterations to the constitution shall receive assent of two thirds of members present or voting at an Annual General Meeting, or Special General Meeting.
19. The Association may be dissolved by a resolution presented at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any debts and liabilities. These assets shall not be distributed among the members of the Association but will be given to the school for the benefit of the children of the school. In the event of a school closure, to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.
20. The head teacher shall have the ultimate decision on all educational matters.

I certify that this is a true copy of the original Brooke Parent, Teacher and Friends Constitution, adopted at the AGM on October 4th 2007

C. Ruher
Secretary 11/10/07