



# Constitution of Grove Road Schools' Parent Teacher & Friends Association

Amended and adopted at the AGM held on 11<sup>th</sup> October 2018.

Copies held at the Infant School and Junior School and by the Chairperson, Secretary and Treasurer.

## 1. NAME

The name shall be **Grove Road Schools' Parent Teacher and Friends Association.**

## 2. OBJECTS

The object of the association is to advance the education of the pupils of the schools, in particular by:

- a) Developing effective relationships between the staff, parents and others associated with the school, and;
- b) Engaging in activities or providing facilities or equipment which support the schools and advance the education of the pupils.

## 3. MEMBERSHIP

Members of the PTFA include parents, carers and guardians of pupils currently at the schools, plus the teaching and non-teaching staff currently employed by the schools.

## 4. OFFICERS

The officers of the association shall consist of Chairperson, Treasurer and Secretary. These officers shall be elected annually at the AGM and hold office for 12 months.

There is a quorum at an AGM when the number of members present is at least twice the number of officers in positions at the start of the meeting.

## 5. NOMINATIONS

Nominations for officers shall be taken by the Secretary prior to the AGM.

## **6. ANNUAL GENERAL MEETING (AGM)**

The AGM shall be held once every 12 months in October and at least 14 days' notice will be given to all members in writing (eg. newsletters/emails).

## **7. COMMITTEE MEETINGS**

The Committee must hold at least three meetings every academic year. The quorum at a committee meeting is a minimum of 10 members of the committee.

## **8. EXTRAORDINARY GENERAL MEETINGS (EGM)**

An EGM may be called at any time by an officer or upon a requisition signed by 20 members. Such a meeting shall be called by the Secretary within 30 days of receipt of notice. The requisition shall be accompanied by a copy of the proposed resolution and sent to the Secretary for submission at the meeting. If the requisition is not so complied with, any member signing the requisition may call the meeting. Not less than 7 days' notice in writing of an EGM shall be given to the members of the association.

## **9. FINANCE**

The Treasurer shall deposit all finances of the association in a bank or in other securities approved by the committee. All bills shall be paid by cheque and signed by the Treasurer together with either the Chairperson or Secretary.

The financial year shall end on the 31<sup>st</sup> August. A statement of accounts shall be presented to the AGM.

## **10. CHANGE TO THE CONSTITUTION**

Any proposed change to the constitution must be communicated in writing to the Secretary who shall then call a special meeting within four weeks and notify members of the proposed changes. If the change is approved by the majority, it shall be placed before a special general meeting (or the AGM) for ratification by a majority of not less than two thirds of those present.

## **11. DISSOLUTION**

Any assets remaining on dissolution of the association (after satisfying any outstanding debts and liabilities) shall be given to the schools for the benefit of the children in any manner which is exclusively charitable by law.