



# **CONSTITUTION**

Friends of Skipton Girls High School

2nd November 2017

## **Slogan**

Friends - Enhance, Inspire, Support

## **Aims / Mission Statement**

Working with the staff, students and families to enhance, inspire and support learning opportunities and the school environment.

Encourage a productive and enjoyable school-life balance through the shared values of equality, inclusively and diversity.

Promote opportunities for the wider community to come together to celebrate school activities, events and successes throughout the year.

## **POWERS**

**The Friends Committee have the power to**

1. To raise funds
2. To publish or distribute information pertaining to the Friends activities
3. To acquire or hire equipment when needed
4. To distribute raised funds as agreed at meetings and to meet the aims of the mission statement
5. To set aside funds as reserves
6. To deposit funds
7. To take out insurance policies to protect the Associations activities (currently public liability with PTA.org)
8. To employ paid or unpaid agents, staff or advisers
9. To obtain and pay for goods and services as necessary for carrying out the aims
10. To open and operate a bank account
11. To contact parents / carers directly when contact details have been expressly given and correspondence agreed
12. No activity shall be carried out on the school premises without the agreement of the Headteacher

## **MEMBERSHIP**

The membership of Friends consists of all parents/carers of children attending Skipton Girls High School, together school staff and school alumni.

Committee members shall include at least a Chair, Treasurer and Secretary and others as required

Members of the Friends Committee shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election.

Each member of the PTA 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.

Committee members can stand down at any time but preferably in writing with 14 days notice

### **ANNUAL GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held every year with no more than 15 months between each one. The notice calling the meeting shall be sent to the members of the PTA at least two weeks in advance.

The business shall include:-

1. The work of Friends
2. Approval of the accounts
3. Appointment of an individual who will review the annual accounts
4. Any resolutions submitted by the members
5. Election of members to serve on the Friends committee

At all general meetings voting shall be on the basis of one vote per ordinary PTA member/full PTA Committee member present at the meeting.

At all general meetings the quorum shall consist of 6 (twice as many as on the Committee)

The PTA Committee or any of the members shall have power to call an Extraordinary General Meeting.

### **ORDINARY PTA MEETINGS**

Meetings of the PTA shall be held as required.

All PTA meetings shall be open and any member may attend.

### **FINANCE**

The funds of Friends shall be lodged in a bank, building society or other account in the name of the Friends. Cheques shall be drawn or withdrawals made against the signatures of at least two named Friends Committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of Friends. 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 members.

The Friends shall be responsible for ensuring that all property/money received by/for the members/Friends Committee shall be applied for the aims of the Friends.

### **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 the PTA ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary.