

LE ROCQUIER SCHOOL PARENT TEACHER ASSOCIATION**CONSTITUTION** – Agreed at Special General Meeting – 1st March 2023

1. The name of the Association shall remain the Le Rocquier School Parent Teacher Association (PTA).
 - a. The Le Rocquier School PTA is a charity registered with the Office for the Jersey Charity Commissioner – Registered Charity number 31.
2. The object of the PTA is to advance the education of students in the school. In furtherance of this object the PTA may:
 - a. Develop more extended relationships between the staff, parents and others associated with the school.
 - b. Engage in activities – fundraising, charitable and otherwise, which support the school and advance the education of the students attending it.
 - c. Provide and assist in the provision of such facilities or items for education at the school (not provided by statutory funds) as the Committee shall from time to time determine, through a “*PTA Grant*” process.
3. The PTA shall be non-party political, non-sectarian, non-discriminatory and work within relevant Jersey legislation.
4. The PTA shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. The PTA may appoint a President.
6. The PTA may appoint one or more Vice-Presidents, with names of prospective appointees to be submitted to and voted upon at an Annual General Meeting. [Vice-Presidents will usually be people the Association wishes to honour].
7. Membership of the PTA shall consist of all parents and/or carers of students currently attending the school and all current teachers, parents/carers of former students and other friends of the school, including former staff.
8. The management of the PTA shall be vested in a Committee consisting of the following Officers – Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer, together with up to 11 other members.
 - a. Officers and elected committee members become designated Governors of the registered charity and declared to the Jersey Charity Commissioner following the AGM.
 - b. The Officers and Committee shall usually be elected at an Annual General Meeting, unless the full complement of Officers or members is unable to be filled, in which case the Committee is empowered to subsequently fill such casual vacancy/ies. Officers and members, however appointed to the Committee, shall serve until commencement of the next Annual General Meeting.
 - c. Parents/carers of former students who attended the school and other friends of the school, including former staff, who had previously been Officers or members of the

Committee, are also eligible for re-election to the Committee in either of those capacities.

9. Three members of the PTA Committee shall constitute a quorum, both at Committee and Annual General Meetings, provided at least one of those is a Committee member not elected to an Officer position and one other is at least Chairperson or Vice-Chairperson.
10. The PTA Committee may appoint sub-committees as it deems necessary and shall prescribe their function, provided that all acts and proceedings of any such sub-committees shall not expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
11. PTA committee meetings shall be held at least once a term.
 - a. Committee meetings shall be held at a venue most convenient to those attending the meeting; this will most commonly be at the school.
 - b. Committee meetings may be held via electronic means if necessary and if urgent.
 - c. All meeting dates will be published to all Committee members along with meeting agendas in advance of those meetings.
 - d. Minutes are to be distributed to all Committee members following each meeting and prior to the next meeting.
12. The Annual General Meeting (AGM) of the PTA will be held as soon as practicable after the end of August, and in any event before the 30th November each year. At the AGM, the chair shall be taken by the Chairperson, or in their absence, the Vice-Chairperson of the Committee.
13. Nominations for election as Officers or members of the PTA Committee shall be proposed and seconded by Officers and/or members and should have the consent of the nominee. Nominations may be made at any time prior to the conclusion of the business under the heading "election of Officers" at the AGM.
14. One or more auditors who are not members of the PTA Committee shall be elected at the Annual General Meeting to audit the accounts and books of the Association.
15. Special General Meetings of the PTA may be called at the written request of a minimum of ten members of the Association and/or the formal request of at least 3 Committee members.
16. Thirty days notice shall be given of any PTA Special General Meetings, to all members of the Association.
17. The Honorary Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial statement at each PTA Committee meeting, where reasonably practicable. They shall present the accounts duly audited for approval by the members at the Annual General Meeting.
18. Bank accounts shall be operated in the name of the PTA and withdrawals shall be made on the signature of any two of the Committee Members that are authorised under the active Bank Mandate.

19. The financial year of the PTA shall commence on 1st September.
20. Any matter not provided for in the Constitution and concerning the organisation and activities of the PTA shall be dealt with by the Committee whose decision will be final.
21. No alteration to the PTA Constitution may be made except at the Annual General Meeting or a Special General Meeting called for that purpose. Alterations to the Constitution must receive the assent of two-thirds of the members present and voting at an Annual General Meeting or a Special General Meeting.
22. In the event of the winding-up or other dissolution of the PTA, such assets and/or liabilities held in the name of the PTA will be transferred to Le Rocquier School for the Board of Governors to distribute to projects and causes that would benefit students at the school.
23. In addition to the above, Officers of the PTA Committee will be responsible for the following:
 - a. Managing content contributions to the Le Rocquier School website PTA page.
 - b. Managing content, posts and messages of the PTA Facebook page.
 - c. Regularly checking communications through the PTA email address.
 - d. Conforming to the relevant requirements of:
 - i. Jersey Office of the Information Commissioner (JOIC).
 - ii. Office for the Jersey Charity Commissioner (JCC).
 - iii. Office for the Jersey Gambling Commission (JGC).
 - iv. Association of Jersey Charities (AJC).