



Constitution of Colchester County High School For Girls PTFA

1. TYPE OF ASSOCIATION

Friends of the School.

1.1 **The name of the Association shall be:** Colchester County High School PTFA (CCHSG PTFA). PTFA refers to Parents, Teachers and Friends Association.

1.2 **School name:** Colchester County High School For Girls
School address: Norman Way, Colchester, Essex, C03 3US.

2. OBJECT

The object of the Association (the Object) is to advance the education of students in the school. In furtherance of this object the Association may:

- a) Develop more extended relationships between staff, parents and others associated with the school.
- b) Engage in activities which support the school and advance the education of the students attending it.
- c) Provide and assist with the provision of facilities for education at the school (not provided from statutory funds) as the Committee in consultation with the Senior Management Team of the school, shall from time to time determine.

3. POLITICS

The Association shall be non-party political, and non-sectarian.

4. PRESIDENT AND VICE PRESIDENTS

The Associate to the Principal and CEO of the Alpha Multi Academy Trust shall be the President of the Association.

5. MEMBERSHIP

Members of the Association are:

- 5.1 The parents or those who care for any student currently attending the school, the teaching and non-teaching staff currently employed by the school and any person over age of 18

wishing to offer appropriate support or help to the school and who is accepted by the Committee as a Member

5.2 Membership is terminated if:

5.2.1 the Member dies.

5.2.2 the Member resigns by written notice to the Association.

5.2.3 the Committee Members may for good reason, regardless of whether or not this is at the request of the Governing Body or the Associate to the Principal and CEO, exclude any person from Membership or from attending an event whose presence at, or support of the school is deemed a danger to the school or its students or staff or might bring the Association into disrepute. Removal is not effective until the Member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

6. THE COMMITTEE

The management of the Association shall be vested in a Committee.

6.1 The minimum number of Committee Members shall be two.

6.2 The Officers of the Committee shall be the Chair, Vice-Chair, Treasurer and Secretary.

6.3 All Members of the Committee are Trustees of the charity and have control of the Association, its property and funds. The Committee Members referred to in this document are Committee Members /Trustees.

6.4 Committee Members/Trustees shall be elected at the AGM and shall hold office until the next AGM.

6.5 All Committee Members/Trustees, except those who are co-opted, must be Members of the Association.

6.6 Committee Members/Trustees shall have the power to co-opt Committee Members/Trustees at any time, and co-opted Committee Members/Trustees shall serve until the date of the next AGM.

6.7 The number of co-opted Committee Members/Trustees must not be more than 50% of the total number of Committee Members/Trustees.

6.8 Nominations for election to the Committee may be made by any Member of the Association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any Members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

6.9 A Committee Member/Trustee (whether elected or co-opted) automatically ceases to be a Committee Member/Trustee if he or she:

6.9.1 is disqualified under section 72 of the Charities Act 1993 as amended by the Charities Act 2006 from acting as a charity Trustees.

6.9.2 is incapable, whether mentally or physically, of managing his or her own affairs.

6.9.3 is absent from three consecutive meetings of the Committee without prior notification to the Secretary.

6.9.4 ceases to be a Member of the Association.

- 6.9.5 resigns by written notice to the Committee but only if at least two Committee Members/Trustees remain in office.
- 6.9.6 is removed by a resolution passed by a majority of other Committee Members/Trustees. Removal is not effective until the Committee Member/Trustee concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.
- 6.10 All Committee Members/Trustees shall be entitled to reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Association, save that prior authority is required by a meeting of the Committee for expenses in excess of £500.00.
- 6.11 A retiring Committee Member/Trustee is entitled to an indemnity from the continuing Committee Members/Trustees at the expense of the Association in respect of any liabilities properly incurred while he or she held office.
- 6.12 A technical defect in the appointment of a Committee Member/Trustee of which the Committee are unaware at the time does not invalidate decisions taken at a meeting.

7. POWERS

The Committee Members/Trustees have the following powers, which may be exercised only in promoting the Objects:

- 7.1 To provide advice.
- 7.2 To publish or distribute information.
- 7.3 To co-operate with other bodies.
- 7.4 To raise funds (but not by means of permanent trading).
- 7.5 To acquire or hire property of any kind.
- 7.6 To make grants or loans of money and to give guarantees.
- 7.7 To set aside funds for special purposes or as reserves against future expenditure.
- 7.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification).
- 7.9 To take out public liability and personal accident insurance to cover Association meetings, activities, Committee Members/Trustees, to insure the Association's property against any foreseeable risk and take out other insurance policies to protect the Association where required
- 7.10 To employ paid or unpaid agents, staff or advisers.
- 7.11 To enter into contracts to provide services for or on behalf of other bodies.
- 7.12 To pay the costs of forming the Association.
- 7.13 To obtain and pay for goods and services as are necessary for carrying out the work of the charity.
- 7.14 To open and operate bank and other accounts as the Committee Members/Trustees consider necessary.
- 7.15 To do anything else within the law that promotes the Objects BUT the Committee shall not undertake any activity in the school premises without the consent of the Associate to the Principal and CEO.
- 7.16 To invite a contribution in respect of each student at a rate to be determined.

8. ADDITIONAL POWERS OF THE COMMITTEE

The following powers are available to the Committee to help run the Association:

- 8.1 To delegate any functions of the Committee to Sub-Committees. These must consist of two or more persons appointed by the Committee but at least one Member of every Sub-Committee must be a Committee Member/Trustee. All Sub-Committee proceedings must be promptly reported to the main Committee.
- 8.2 To make Rules consistent with this Constitution about the Committee and Sub-Committees, to govern proceedings at General meetings and generally about the running of the Association including the operation of bank accounts and the commitment of funds.

9. COMMITTEE MEETINGS

- 9.1 The Committee must hold at least three meetings every academic year.
- 9.2 A quorum at a Committee meeting is 50 per cent, rounded up to the nearest whole number, of the total current Membership of the Committee.
- 9.3 The Chair or, if the Chair is unable or unwilling to do so, some other Committee Member/ Trustee chosen by the Members present is in charge at each Committee meeting.
- 9.4 Every decision may be made by a simple majority of the votes cast at a Committee meeting. A resolution which is in writing and signed by all Committee Members/Trustees is equally valid.
- 9.5 The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 9.6 Except for the Chair of the meeting, who has a second or casting vote, every Committee Member/Trustee has one vote on each issue.

10. GENERAL MEETINGS (ANNUAL, EXTRAORDINARY AND SPECIAL)

- 10.1 All Members are entitled to attend any General meeting of the Association.
- 10.2 All General meetings are called by giving 21 clear days written notice of the meeting to the Members. The notice should specify the date, time and location of the General meeting as well as give an overview of the agenda.
- 10.3 There is a quorum at a General meeting when the number of Members present is at least equal to the number of Committee Members/Trustees in office at the start of the meeting. The only exception would be at a General meeting where the Association is being dissolved.
- 10.4 The Chair or (if the Chair is unable or unwilling to do so) some other Committee Member/Trustee elected by those present is in charge of a General meeting, except during the election of the Officers when it shall be taken by the President of the Association.
- 10.5 Except where otherwise provided in this Constitution, every Issue at a General meeting is decided by a simple majority of the votes cast by the Members present at the meeting.
- 10.6 Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every Member present is entitled to one vote on every issue.

- 10.7 The Association must hold an Annual General Meeting (AGM) in the Summer Term of each subsequent year and not more than 15 months may elapse between successive Annual General Meetings.
- 10.8 At an AGM the Members:
 - 10.8.1 receive the accounts of the Association for the previous financial year.
 - 10.8.2 receive the report of the committee Members/Trustees on the Association's activities since the previous AGM.
 - 10.8.3 elect the Committee Members/ Trustees.
 - 10.8.4 appoint an independent examiner or auditor for the Association if appropriate.
 - 10.8.5 may confer on any individual (with his or her consent) the honorary title of Patron, or Vice-President of the Association.
 - 10.8.6 discuss and determine any issues of policy or deal with any other business put before them.
- 10.9 An EGM/SGM may be called at any time by the Committee and must be called within 21 days to happen within three months of a written request to the receiving Committee Members/Trustees from at least ten Members.

11. PROPERTY & FUNDS

- 11.1 The property and funds of the Association must only be used to fulfil the Objects (see clause 2).
- 11.2 Committee Members/Trustees can enter into contracts with the Association for the provision of goods and services to the Association (but not contracts of employment with the Association except with the prior written consent of the Charity Commission) provided that:
 - 11.2.1 the maximum amount is set out in writing and is reasonable for the services provided.
 - 11.2.2 the Committee Members/Trustees are satisfied that the agreement is in the interests of the charity before entering into it.
 - 11.2.3 the total number of Committee Members/Trustees entitled to such remuneration is in the minority from time to time.
- 11.3 Whenever a Committee Member/Trustee has a personal interest in a matter to be discussed at a meeting, the Committee Member/Trustee must:
 - 11.3.1 declare an interest before discussion begins on the matter.
 - 11.3.2 withdraw from that part of the meeting unless expressly invited to remain in order to provide Information.
 - 11.3.3 not be counted in the quorum for that part of the meeting.
 - 11.3.4 withdraw during the vote and have no vote on the matter.

12. RECORDS & ACCOUNTS

- 12.1 The Committee must comply with the requirements of the Charities Act 1993 as amended by the Charities Act 2006 as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:
 - 12.1.1 annual reports.
 - 12.1.2 annual returns.
 - 12.1.3 annual statements of account.
- 12.2 The Committee must keep proper records of:

- 12.2.1 all proceedings at General meetings.
- 12.2.2 all proceedings at Committee meetings.
- 12.2.3 all reports of sub-Committees.
- 12.3 Annual reports and statements of account relating to the Association must be made available for inspection by any Member of the Association.
- 12.4 The Committee must notify the Charity Commission promptly of any changes to the Association's entry on the Register of Charities.
- 12.5 Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of at least two of the Officers of the Committee, who shall be the Treasurer and Chair, or as the Bank mandate requires.
- 12.6 The Financial Year shall commence on the 1st September.

13. NOTICES

- 13.1 Notice of any General meeting of the Association may be sent by hand, by post, by suitable electronic communication (email) or an any newsletter distributed by the Association to its Members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.
- 13.2 The address at which a Member is entitled to receive notices (if sent by post) is the last known address of the Member.
- 13.3 A technical defect in the giving of notice which the Members or Committee Members/ Trustees are unaware of at the time does not invalidate decisions taken at a General meeting.

14. AMENDMENTS

No amendment to this Constitution shall be made except at the Annual General Meeting or a Special General Meeting called for that purpose. No amendment or alteration shall be made without the prior written permission of The Charity Commission to clauses 2, 25 (now clause 14), and 26 (now clause 15) and no alteration shall be made to cause the Association to cease to be a charity In law. Alterations to the Constitution shall receive the assent of two-thirds of the Members present and voting at the Annual General Meeting or Special General Meeting

- 14.1 The Members must be given 21 clear days' notice of the proposed amendments.
- 14.2 No amendment is valid if it would make a fundamental change to the Objects/Clause 2 or destroy the charitable status of the Association and no amendment, without prior written consent of the Charity Commissioners, may be made to Clause 11.
- 14.3 A copy of any resolution amending this constitution must be sent to the Charity Commission within 21 days of it being passed.

15. DISSOLUTION

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 outstanding 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, or in the event of school closure to the school to which the majority

of the children of the closing school 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,

- 15.1 The Association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of the Association.
- 15.2 The net assets shall not be distributed among the Members of the Association but will be given to the school for the benefit of the students of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the Committee.
- 15.3 If it is not possible to dispose of assets as described in clause then the assets can be given to another charitable cause provided that the cause is within the Objects of the Association.
- 15.4 The Trustees must notify the Charity Commission promptly that the Association has been dissolved. The Trustees must comply with any request from the Commission including providing the Association's final accounts.

16. INTERPRETATION

16.1 In this Constitution:

- address: means a postal address or, for the purposes of electronic communication, a fax number, an e-mail address or a text message number in each case registered with the charity.
- AGM: means an annual general meeting of the Members of the Association.
- the Association: means the charity comprised in this constitution.
- the Chair means the Chair of the Association elected at the AGM.
- charity Trustees: has the meaning prescribed by section 97(1) of the Charities Act 1993 as amended by the Charities Act 2006. Every Committee Member/Trustee is legally a charity Trustee.
- clear day: means 24 hours from midnight following the triggering event.
- the Commission: means the Charity Commission for England and Wales www.charitycommssion.gov.uk
- the Committee: is the Governing Body of the Association and includes all elected and co-opted Committee Members/Trustees.
- Committee Member/Trustees: means a Member of the Committee elected at the AGM by the Membership.
- co-opted Committee Member/Trustees: means a Member of the Committee appointed by the Committee Members/Trustees in accordance with clause 6.
- EGM: means a general meeting of the Members of the Association which is not an AGM otherwise referred to as Special general Meeting (SGM).
- fundamental change: means a change that would not have been within the reasonable contemplation of a person making a donation to the Association.
- General meetings: means any AGM or EGM or SGM.
- Governing Body: means the Governing Body of the school.
- independent examiner: has the meaning prescribed by section 43(3)(a) of the Charities Act 1993.

- Member and Membership: refer to Members of the Association as set out in clause 5.
 - months: means calendar months.
 - the Objects: means the charitable Objects of the Association set out in clause 2
 - permanent trading: means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects.
 - written or in writing: refers to a legible document on paper including a fax message or an electronic communication where the Member or co-opted Committee Member/Trustee has agreed to receipt of notices by electronic means.
 - year: means calendar year.
- 16.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.
- 16.3 Any matter not provided for in the Constitution and concerning the organization and activities of the Association shall be dealt with by the Committee. The decision of the Committee will be final.