



## **Gatehouse Primary School P.T.A. Constitution**

### **Aims:**

- a) to promote co-operation and communication between parents and carers, and teachers and staff.
- b) to engage in activities which support and advance the education of the pupils.
- c) to study and discuss matters of mutual interest relating to the education and welfare of pupils.

### **Powers:**

- a) the association shall have the power to do anything considered by the committee to be in furtherance of the above aims.

### **Membership:**

All parents and carers of children attending Gatehouse Primary School, and all staff at the school, shall be eligible for membership.

### **General Meetings:**

The Annual General Meeting shall be held in September each year. The notice calling the meeting shall be sent to members at least two weeks in advance.

The business shall include:-

- a) the work of the committee
- b) approval of the accounts
- c) appointment of Auditor
- d) any resolutions submitted by members
- e) election of members to serve on the committee

At all general meetings voting shall be on the basis of one vote per member present at the meeting

At all general meetings the quorum shall consist of five.

The committee or five members shall have the power to call an Extraordinary General Meeting

**Committee:**

The business of the Association shall be managed by a committee of three office bearers and all the members.

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

**Office Bearers:**

will be Chairman, Secretary and Treasurer. The office bearers will be elected by the committee at the first meeting after AGM.

The committee may co-opt any member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

A member of the committee failing to attend three consecutive meetings may be deemed to have retired from the committee.

Meetings of the committee shall be held as required. At all meetings of the committee a third of the members, at least two of whom are office bearers, shall form a quorum. Each member of the committee shall have one vote and resolutions shall be passed by a simple majority vote of those present. The chairman shall have both a deliberative and casting vote.