

CONSTITUTION
Of
Windmill Integrated PTA

This constitution was formally adopted on _____ by the members of
the association in an Annual General Meeting.

Signed:

(Chair)

(Secretary)

Print:

(Chair)

(Secretary)

1.NAME

The name of the Association is Windmill Integrated PTA.

2. TYPE OF ASSOCIATION

Friends of the School.

3. SCHOOL DETAILS

Windmill Integrated Primary School, Old English Road, Dungannon.

4. THE COMMITTEE

4.1 The Committee will include four Officers (Chair, Vice Chair, Treasurer, and Secretary)

4.2 Co-opted Committee Members may be accepted onto the Committee as appropriate but shall not exceed three. Co-opted members can be co-opted at any time and shall hold office until the next ACM.

4.3 The Committee shall be elected at the AGM and shall hold office for one year.

- 4.4 Nominations for election may be made by one member seconded by another. Such nomination must have the consent of the nominee. Should the number of nominations exceed the number of vacancies, election shall be by secret ballot of the members of the Association present and voting at an Annual General Meeting.
- 4.5 A Committee member automatically ceases to be a member of the Committee if he or she:
- 45.1 is removed by the Court;
 - 45.2 is incapable, whether mentally or physically, of managing his or her own affairs;
 - 45.3 is absent from three consecutive meetings of the Committee;
 - 45.4 ceases to be a member of the Association;
 - 45.5 resigns by written notice to the Committee (but only if at least two Committee members will remain in office);
 - 45.6 is removed by a resolution passed by all the other members of the Committee after inviting the views of the Committee member concerned and considering the matter in the light of any such views.
- 4.6 A retiring Committee member is entitled to an indemnity from the continuing Committee members at the expense of the Association in respect of any liabilities properly incurred while he or she held office.
- 4.7 A technical defect in the appointment of a Committee member of which the Committee are unaware at the time does not invalidate decisions taken at a meeting.

5. MEMBERSHIP

Members of the Association are any person wishing to offer appropriate support or help to the School and accepted by the Committee as a member (irrespective of ethnic identity, age, gender, sexual orientation, nationality, class, marital status, political or religious opinion).

The Committee may for good reason (whether or not at the request of the Governing Body or the Head teacher) exclude any person from membership whose presence or support of the School is deemed a danger to the School or its pupils or staff or might bring the Association into disrepute (but only after notifying the member concerned in writing and considering the matter in the light of any written representations which the member puts forward within 14 clear days after receiving notice).

6. OBJECTS

The object of the Association is to advance the education of pupils in the School in particular by:

- (a) developing effective relationships between the staff, parents and others associated with the School;
- (b) engaging in activities or providing facilities of equipment which support the School and advance the education of the pupils;
- (c) Bringing community activity into the school through events and communication with those outside the school.

These objects will be fulfilled without distinction of age, gender, disability, sexual orientation, nationality, ethnic identity, class, marital status, political or religious opinion.

7. POWERS

The Association has 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 taxable 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, Officers and Committee Members, 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 insure members of the Committee against the costs of a successful defence to a criminal prosecution brought against them as charity trustees or against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty (unless the member concerned knew that, or was reckless whether, the act or omission was a breach of trust or breach of duty).
- 7.11 Subject to clause 10.2, to employ paid or unpaid agents, staff or advisers.

- 7.12 To enter into contracts to provide services to or on behalf of other bodies.
- 7.13 To pay the costs of forming the Association.
- 7.14 To do anything else within the law which promotes the Objects BUT the Committee shall not undertake any activity in the school premises without the consent of the Head teacher.

8. GENERAL MEETINGS

- 8.1 All members are entitled to attend any AGM or EGM of the Association.
- 8.2 General meetings are called by 21 clear days' written notice to the members specifying the business to be transacted.
- 8.3 There is a quorum at a general meeting if there are at least six members present at the commencement of the meeting.
- 8.4 The Chair (or if the Chair is unable or unwilling to do so) or some other member elected by those present presides at a general meeting.
- 8.5 Except where otherwise provided in this Constitution, every issue at a general meeting is determined by a simple majority of the votes cast by the members present in person.
- 8.6 Except for the chair of the meeting, who has a second or casting vote, every member present in person is entitled to one vote on every issue.
- 8.7 An AGM must be held in every year (except that the first AGM may be held at any time within 18 months after the formation of the Association).
- 8.8 At an AGM, the members receive the accounts of the Association for the previous financial year, receive the report of the Committee on the Association's activities since the previous AGM and elect the Committee.
- 8.9 An EGM may be called at any time by the Committee and must be called within 21 days after a written request to the Committee.

9. COMMITTEE MEETINGS

- 9.1 The Committee must hold at least one meeting per term.
- 9.2 A quorum at a Committee meeting is three.
- 9.3 Every issue may be determined by a simple majority of the votes cast at a Committee meeting but a resolution which is in writing and signed by all members of the Committee is as valid as a resolution passed at a meeting and for this purpose, the

resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

- 9.4 Except for the chair of the meeting, who has a second or casting vote, every Committee member has one vote on each issue.
- 9.5 The meeting shall be presided over by the Chair or Vice Chair in the Chair's absence. If both are absent, those present shall elect one member present to preside.

10. PROPERTY AND FUNDS

- 10.1 The property and funds of the Association must be used only for promoting the Objects.
- 10.2 No committee member may receive any payment of money or other material benefit (direct or indirect) from the Association except reimbursement of expenses actually incurred in the administration of the Association.

11. CONFLICT OF INTEREST

Where a Committee member has a personal interest in a matter to be discussed at a Committee meeting, the Committee member must declare an interest before discussion begins, withdraw from that part of the meeting, not be counted in the quorum for that part of the meeting and withdraw from the vote.

12. RECORDS AND ACCOUNTS

The Committee must comply with the requirements of the Charities Act (NI) 2008 as to the keeping of financial records. The Committee must keep records of all proceedings at Committee meetings, subcommittee meetings and general meetings. Statements of account must be made available for inspection by any member of the Association. The financial year will run from September to August.

13. BANK SIGNATORIES

The chair, secretary, treasurer and one member of the teaching staff shall be bank signatories with all cheques being signed by two of these.

14. AMENDMENTS

This Constitution may be amended at a general meeting by a two thirds majority of the votes cast but the members must be given 21 clear days' notice of the proposed amendments. No amendment is valid if it would make a fundamental change to the Objects or to this clause or destroy the charitable status of the Association.

15. DISSOLUTION

The Association may be dissolved by a resolution presented at an EGM 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.
The net assets will be given to the School for the benefit of the pupils of the School.