

## THE CONSTITUTION

AGREED AND AMENDED AT THE GENERAL MEETING HELD AT  
CLAYTON C E PRIMARY SCHOOL ON WEDNESDAY 16 OCTOBER 2002

### RULES

#### 1 NAME

The name of the Association shall be  
CLAYTON C.E. PARENTS, TEACHERS AND FRIENDS ASSOCIATION.

#### 2 AIM

The aim of the association shall be to promote close co-operation between parents teachers and friends of the school in order to further the interests of the school, its pupils in the community.

#### 3 CONSTITUTION

The association shall comprise a Chairperson, a Vice-Chairperson, Hon Secretary, Hon Treasurer and a committee consisting of those attending the Annual General Meeting of the association who are prepared to serve on the Committee.

Not more than one third of the Committee can consist of teacher representatives . In addition, the Committee shall have power to co-opt additional members as necessary.

The officers and Committee shall be elected at each Annual General Meeting.

One auditor who is not a member of the Committee shall be appointed. Governors of the school shall be Honorary members of the Committee if they so wish.

#### 4 MEMBERS

Membership shall be open to parents of past and present scholars of the school, past and present members of staff and friends of the school.

#### 5 MEETINGS

##### A Annual General Meeting

The Annual General Meeting shall be held between 1 September and 31 October each year. Ten persons entitled to attend and vote shall constitute a quorum. The business to be transacted shall include:-

- 1 The presentation of the Chairperson's report,
- 2 The presentation of the Secretary's report.
- 3 The financial statement for the year ending previous 31 August.
- 4 The election of Officers and Committee.
- 5 The appointment of Auditor.

## B COMMITTEE MEETINGS

Committee meetings shall be called at the discretion of any two of the following Officers – Chairperson, Vice Chairperson or Hon Secretary.

## C SPECIAL MEETINGS

Special meetings may be convened by any two of the following Officers - Chairperson, Vice Chairperson or Hon Secretary or upon the written request of at least three members delivered to the Hon secretary. The reason for the meeting must be given.

## 6 FINANCE

The funds of the Association shall be controlled by the Committee and used at the absolute discretion of the Committee. Any two of the following Officers shall have authority to make payments on behalf of the Committee - Chairperson, Hon Secretary and Hon Treasurer.

Proper books of account shall be maintained by the Hon Treasurer and a financial statement shall be prepared as at 31 August annually which shall be audited by the appointed Auditor.

## 7 ALTERATIONS TO THE RULES

These rules shall not be altered, cancelled or added to except by a majority of those present at the Annual General Meeting of the Association.

## 8 WINDING UP

The Association can be wound up by a resolution proposed at an Annual General Meeting and supported by at least 75% of the persons present or by the Head teacher with the support of the Governors of the school, should the positive aims of the Association not be met and therefore be adversely affecting the School.