

## Constitution

1. The name of the Association shall be Trumpington Federation Parent Teacher Association.
  - a. The Association shall include Fawcett Primary School and Trumpington Meadows School, members of The Trumpington Federation.
  - b. All the funds in the PTA bank account as of 31st August 2013 is for the use of Fawcett School as agreed by the PTA.
  - c. Funds raised from 1st September 2013 shall be used for the benefit of both schools as agreed by the PTA.
2. The object of the Association is to advance the education of the pupils in the Trumpington Federation schools. In furtherance of this object the Association may:
  - a. Develop more extended relationships between the staff, parents and others associated with the school.
  - b. Engage in activities which support the school and advance the education of the pupils attending it.
  - c. Provide and assist in the provision of facilities for education at the school (not normally provided by the LEA).
3. The Association shall be non-political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, officers and committee. (Membership of PTA-UK automatically provides this).
5. The Association shall appoint a President. This position shall be offered to the Head Teacher.
6. The names of any vice presidents shall be submitted at the Annual General Meeting (AGM). (These are usually people the Association wishes to honour).
7. Membership shall be open to parents and/or guardians of pupils attending the Trumpington Federation schools and all teachers and staff based at either school, and also to anyone interested in furthering the work of the Association. Members should enrol each year before General Meetings or by application to the Secretary during the year.
8. The management of the Association shall be vested in a Committee consisting of the following officers: Chairman, Honorary Secretary, Honorary Treasurer, together with five other members. Furthermore, two additional committee places shall be available for representatives of the Federation staff.
9. The Officers and Committee shall be elected at the AGM and shall serve till the next AGM. The office of Chairman shall not be held by the same person for more than three years consecutively.
10. The Committee shall have the power to co-opt a maximum of four additional members.
11. Five members shall constitute a quorum. This must include at least one member of staff and one representative from each of Fawcett and Trumpington Meadows schools.
12. The Committee may appoint sub-committees as it deems necessary and shall prescribe their function, provided that all acts and proceedings of any sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

13. Committee meetings shall be held at least once a term.
14. The AGM of the Association shall be held in the first half of the Autumn term of each year. At the AGM, the chair shall be taken by the Chairman or, in his/her absence, by a member elected at the meeting.
15. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the AGM.
16. The committee may fill casual vacancies by co-option until the next AGM.
17. An auditor, who is not a member of the Committee, shall be elected annually at the AGM, to audit the accounts and books of the Association.
18. Special General Meetings (SGM) may be called at the written request of a minimum of ten members, with such meetings held within twenty-eight days of the written request.
19. Fourteen days' notice shall be given of any SGM.
20. The Honorary Treasurer shall be responsible for keeping account of all income and expenditure and shall present a financial report to all Committee meetings. He/she will also present the accounts, duly audited, for approval by members at the AGM.
21. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on signature of any two of the Officers of the Association.
22. The financial year shall commence on the 1st September. (The financial year will be for twelve months).
23. Any matter not provided for in the Constitution concerning the organisation and activities of the Association, shall be dealt with by the Committee, whose decision shall be final.
24. No alteration to this Constitution may be made except at the AGM or SGM called for this purpose. No amendments or alterations shall be made without prior written permission of the Charity Commission to Clauses 2, 24 and 25 and no alteration shall be made, which could 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 an AGM or SGM.
25. The Association may be dissolved by a resolution presented at a SGM called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolutions may give instructions for the disposal of any assets remaining after satisfying any outstanding debts or liabilities. These assets shall not be distributed among members of the Association, but will be given to the schools for the benefit of the children in the schools, or in the event of a school closure, to a school to which the majority of the closing school will 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.
26. The Head Teacher or, in his/her absence, the Deputy Head Teacher, shall have the ultimate decision on all educational matters.