



PTFA CONSTITUTION

1. The name of the Association shall be Nidderdale High School and Community College Parent , Teachers and Friends Association.
2. The object of the association is to advance the education of the students in the School. 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 students attending it.
 - c. Provide and assist in the provision of facilities for education at the School (not normally provided by the Local Education Authority).
3. The Association shall be non-party political and non-sectarian.
4. The President shall be the Headteacher of the School.
5. There shall be no charge for membership. Parents and/or guardians of students attending the school, teachers, support staff and governors have automatic membership of the Association. Membership is also open to past parents and friends.
6. The management of the Association shall be vested in a Committee of Officers comprising of a President, up to 20 parents/friends, two teachers from the school staff and one governor representative. Each year group should be represented if possible. The Committee shall have the power to co-opt up to three people as deemed necessary (this could include senior representation from the student body).
7. The parents/friends shall be elected at the AGM and shall serve until the commencement of the next AGM. 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 election of the committee at the AGM. The Headteacher shall be responsible for inviting the teacher representation to the Committee and the governor representation in the form of a Parent Governor.
8. The AGM shall be held within 30 days of the start of the school academic year. The Chair shall be taken by the Chairman or in his/her absence, the President.

9. Amendments to the constitution should be proposed, seconded and subsequently voted on at the AGM. Notice of the amendment is needed so that provision can be made for its inclusion in the agenda 14 days before the AGM or at a special meeting called for this purpose. No alteration or amendment shall be made which would cause the Association to cease to be a Charity at law.
10. At each AGM, the Treasurer shall present the Annual Report of Finances (the report having been audited by a non-committee member).
11. At the first committee meeting following the AGM, the Committee shall select a Chairman, a Secretary and a Treasurer.
12. A minimum of one third of the number elected to the Committee shall constitute a quorum, one of which shall be the chairman or the President.
13. Committee meetings shall be held at least once each term.
14. The Committee may appoint sub-committees, and shall prescribe their functions provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
15. The Committee may fill casual vacancies by co-option until the next AGM.
16. Special General Meetings may be called at the written request of a minimum of ten members of the Association. Thirty days notice shall be given of any such meeting to all members of the Association.
17. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all committee meetings. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signatures of two named Officers of the Association. The financial year shall commence on the First of September.
18. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.
19. The Association may be dissolved by a resolution presented at a special general meeting called for that 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 a School closure, to the School to which the majority of children of the closing School will go, in any manner which is exclusively charitable at law. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.