

Maddiston Primary School Parent Staff Association (Maddiston PSA)

CONSTITUTION 2014/2015

AGM Thursday 11 September 2014

AIMS

To promote close co-operation and communication between parents and teachers

- To engage in activities which support and advance the education of the pupils attending our school
- To study and discuss matters of mutual interest relating to the education and welfare of pupils
- Raise funds for non-curricular ventures
- Organise social gatherings and other fundraising ventures

POWERS

The Association shall have the power to do anything considered by the committee to be in furtherance of the aims.

MEMBERSHIP

The membership consists of all parents/guardians of children attending Maddiston Primary School and all staff.

GENERAL MEETINGS

The Annual General Meeting (AGM) 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:-

- the work of the committee
- approval of the accounts
- appointment of Auditor
- any resolutions submitted by members
- election of members to serve on the committee
- election of office bearers

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 a minimum of 6 people or 50% of those in attendance (whichever is greater)

The committee or a minimum of 6 of the members shall have the power to call an Extraordinary General Meeting.

COMMITTEE

The business of the Association shall be managed by a committee of a minimum of 6 people consisting of parents/guardians and staff.

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.

New members can be appointed to join the committee throughout the year as long as two thirds or more of the committee agree

OFFICE BEARERS

Office bearers will be Chairperson, Secretary, Treasurer and such others as may be required. Where possible a Vice-Chairperson will also be elected. The office bearers will be elected by the committee at the AGM

Office bearers will be appointed by being proposed and seconded. In the event of 2 people seeking the same position a vote will be cast by each attendant/member at the 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 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 Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Association.

FINANCE

Funds of the Association shall be lodged in a bank, building society or other account in the name of the Association (Our account is held at the Bank of Scotland in Polmont under the name "Maddiston Primary School Parents Association"). Cheques shall be drawn or withdrawals made against the signatures of two named committee members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The books shall be brought to balance six weeks before the AGM and the accounts shall be checked by a suitable person (The auditor does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of the committee and whom everyone trusts) appointed at the previous AGM by the members.

The committee shall be responsible for ensuring that all property/money received by/for the Association shall be applied for the aims of the Association

Any money being spent by the PSA must first be discussed and approved by the committee at a PSA meeting. Any money matters should be decided by a vote of all those in attendance at the meeting. The vote shall then be recorded in the minutes of the meeting. All Annual costs (insurance etc) should be agreed at the AGM

Each fundraising project will be split by money in and money out and gross and net income.

A full summary of our accounts will be available at each meeting and a breakdown available if required.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the Association ceases to exist any remaining funds should be distributed for the benefit of the children at the school.