GREENBRAE SCHOOL PARENT TEACHERS ASSOCIATION CONSTITUTION 2018/2019

1. The name of the Association shall be

GREENBRAE SCHOOL PARENT TEACHERS ASSOCIATION

1. The OBJECTS of the Association are to advance the education of the pupils of the school by providing and assisting in the provision of the facilities for the education at the School (not normally provided by the Local Education Authority) and as an ancillary thereto and in furtherance of the object the Association may:

(a) foster more extended relationships between the staff, parents/guardians and others associated with the School, and

(b) engage in activities which support the School and advance the education of the pupils attending it.

1. The AIMS of the Association are educational, social, fund-raising and the welfare of all members.
2. The Association shall be non-political.
3. MEMBERSHIP

Membership consists of parents/guardians of children attending Greenbrae School.

(a) There shall be no Annual Subscription

(b) Any person using the facilities of the School shall be liable to the appropriate levy, which is due to the Aberdeen City Council.

1. COMMITTEE

The management and control of the Association shall be vested in a committee who shall be elected annually at the Annual General Meeting, consisting of:

1. Chairperson
2. Depute Chairperson
3. Secretary
4. Treasurer
5. A maximum of fourteen additional Committee members.
6. One-half of the members of the said Committee shall constitute a quorum for the Committee.
7. Committee meetings shall be held at such times and places as the Committee shall direct.
8. The Committee shall have the power to appoint any sub-committee consisting of the committee members and/or others and shall prescribe the function of any such sub-committee
9. The Committee shall have power to co-opt others to it, to fill casual vacancies or otherwise.
10. That any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision will be deemed final.
11. The Head Teacher shall have the ultimate decision on all educational matters.
12. ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held in September of each year. At the Annual General Meeting the Chair shall be taken by the Chairperson or in their absence another Committee member by the Meeting.

1. A special General Meeting may be called by the Committee at any time and shall be called by them on receipt of a Notice in writing requesting the same signed by at least ten members specifying the business they wish to have considered.
2. Notice of each General Meeting shall be given to each household represented by pupils at the School, and shall be posted on the staff notice board of the School not less than ten days before the meeting, provided that omission to give such notice shall not invalidate any meeting. Such notice shall specify the time and place of the meeting and the business to be conducted.
3. At the General Meeting all matters shall be determined by the majority. The Chairperson of the meeting shall have an additional vote in the event of votes being equal.
4. FINANCE

The financial year of the Association shall end on the last day of August.

1. The Treasurer shall keep account of all income and expenditure and shall submit accounts, duly audited at the AGM. The banking account (held at The Bank of Scotland) shall be in the name of the association. Withdrawals shall be made in the name of the Association on the signature of two of the following one of whom must be Treasurer.
2. Chairperson
3. Treasurer
4. Secretary
5. An auditor, not being a member of the Committee shall be appointed annually at the Annual General Meeting to audit the Accounts and books of the Association.
6. No member may pledge the credit of the Association, except when authorised by the Committee; and the Association shall at no time be overdrawn.
7. The Treasurer shall also cause to be kept account of all monies belonging to groups within the Association and balanced account shall be presented to the treasurer for auditing before the last day of August.
8. The Committee shall decide the maximum amount for which cheques can be drawn without prior approval of Committee.
9. Fund-raising by any group within the Association for their individual benefit must have the sanction of the Committee. All monies of individual groups shall be deposited with the Treasurer to be banked in the Association Account.
10. Application for expenditure must be made to the Committee whose decision shall be deemed final.
11. DISSOLUTION

Any assets remaining on dissolution of the Association after satisfying and outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given either (a) to the School for the benefit of the children of the School in any matter which is exclusively charitable at law, or (b) to any other body or association which may succeed the Association and have generally similar aims and objects in relation to the School, as may be decided at a General Meeting.

1. ALTERATION OF THE CONSTITUTION

The Constitution may be altered at any time by a Resolution passed at a General Meeting of the Association.

**GREENBRAE SCHOOL PARENT TEACHER ASSOCIATION CONSTITUTION**

**MEMBERS AS OF MEETING DATED 6 NOVEMBER 2018**

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