

The Constitution of James Rennie Parent/Teachers And Friends Association

1. The name of the Association shall be James Rennie Parent Teachers and Friends Association
2. The object of the Association is to advance the education and quality of life of pupils with severe and profound learning difficulties in James Rennie School and the local Community. This will be for all pupils in the Carlisle and District who have a Statement of Severe Learning Difficulties and are part of the Schools Inclusion Partnership.
3. This support from the Parent Teachers and Friends Association will be to provide facilities and assistance, which are not normally provided by the Local Education Authority. As an ancillary thereto and in furtherance to this object the Association will:
 - a) Foster enhanced relationships between the staff, parents, school and the wider community;
 - b) Engage in activities which support the school and local community by supporting and advancing the education of the pupils.
4. The Association will be non-political.
5. The Association will ensure that there is equality of opportunity regardless of ability, race or gender.
6. There will be no Annual Subscription. Membership to be free.
7. The management and control of the Association shall be vested in a Committee, which shall consist of the following:

The Head of the school and the following Officers, who shall be elected at the Annual General Meeting:

 - a) Chairperson
 - b) Treasurer
 - c) Secretary
 - d) Two others.
8. Three members of the said Committee shall constitute a quorum for the Committee.
9. Committee meetings shall be held at least once a term at such times and places as the Committee shall direct.

10. The Annual General Meeting of the Association shall be held in October/November of each year. At the Annual General Meeting the Chair shall be taken by the Chairperson or in his/her absence by the Vice Chairperson of the Committee. Additional meetings may be held by sub-sections of the Association. These may be in addition to those called by the convener from time to time.
11. Six members shall constitute a quorum at the Annual General Meeting.
12. The Committee shall have the power to co-opt any number of members, appoint any sub-Committee, and shall prescribe the function of any such sub-Committee.
13. A Special General Meeting shall be convened at the request in writing, to the Secretary, of 10 members of the Association. Such a meeting shall be held within 30 days of the request. Agenda and motions submitted shall be circulated to all members.
14. Casual vacancies on the Committee may be filled by the Committee by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.
15. At the first Committee meeting after the Annual General Meeting the Committee shall elect a Vice Chairperson from among its members.
16. Where parents no longer have children at the school but wish to continue their interest in the school through the Association, such parent may be accepted as Friends of the School and shall be entitled to full membership.
17. No alteration of the rules may be made except at the Annual General Meeting or at a special meeting called for this purpose. No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.
18. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the AGM. The banking account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:
 - a) Chairperson
 - b) Treasurer
 - c) Secretary

19. Any assets remaining on dissolution of the Association, after satisfying any outstanding debts and liabilities, shall not be distributed amongst the members of the Association, but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable by law.
20. The Association shall take out Public Liability Insurance to cover all its meetings and activities. (Membership of the National Confederation of PTAs automatically provides this.)
21. Any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final.

Revised: November 2014