

Constitution of Harting Primary School

Parent Teacher and Friends Association

1. All parents and members of the teaching staff are welcome to join the PTFA. A non-elective committee will be made of volunteers.
2. The object of the Association is to promote the best interests of the school by arranging meetings for the parents and staff; and by providing opportunities for the discussion of social and fundraising matters for the school.
3. The officers of the committee shall consist of a Chairperson, Secretary and Treasurer, to be elected at the Annual General Meeting; and at least 6 other members.
4. The Quorum for committee meetings shall consist of at least 6 people, one of which must be an elected member.
5. Sub-committees are not subject to a quorum.
6. The membership of the association shall be given at least 14 days notice of all General Meetings.
7. The Annual General Meeting shall be held in the Autumn of each year.
8. Special General Meetings can be called with written request by 4 Volunteer Members at the request of 6 members of the association.
9. Any alterations or additions to these rules shall be made only at a Special General Meeting or an Annual General Meeting, providing that all members are given 14 days notice of any proposed changes.
10. A Banking account is to be operated jointly by the Chairperson and Treasurer in the name of the Association, as such Bank as the committee approve. The Cheques should carry the signature of the Chairperson and the Treasurer.
11. Accounts will be presented and scrutinised annually, in the Autumn.
12. 6 Members are to approve the use of funds for the School. Funding for events are not subject to this rule.

Approved at PTFA Meeting on 11/11/2019