



# The Ladies' College PTA

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## Working together to support our students

### CONSTITUTION

#### Name

1. The name of the Association is The Ladies' College, Guernsey Parent Teacher Association (the PTA).
2. The PTA is an unincorporated association.

#### Objectives

3. The Objectives of the PTA are to:
  - a. Enhance the education of the students of The Ladies' College (the College) by providing amenities for their benefit.
  - b. Foster good relations between the staff, parents, students and other people associated with the College.
  - c. Engage in activities which support the College.

#### Membership

4. All parents/guardians of students at the College and all employees at the College are members of the PTA.
5. This membership ceases six months after the student no longer attends the College or the staff member is no longer employed at the College.

#### Committee

6. The Committee directs the policy and general management of the PTA.
7. The Committee consists of the Honorary Officers, the Principal (or the Deputy Principal or nominated alternate) and at least two other members of the PTA.
8. Members may join the Committee at any time by a majority vote of the existing Committee at a meeting.
9. The majority of the members of the Committee must be resident in Guernsey.
10. The Committee should meet at least once a term.



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11. Five members of the Committee constitutes a quorum, which must include an Honorary Officer and a member of staff.
12. Decisions of the Committee are by simple majority of the members present. In the event of a tie, the Chair has the casting vote.
13. Committee members may resign at any time by giving notice to the Committee.
14. A Committee member shall cease to hold office if at a meeting of the Committee at which at least half of the Committee are present, a resolution is passed that the member be removed from office. Such resolution shall not be passed unless the member has been given 14 days notice that the resolution is to be proposed specifying the circumstances alleged to justify removal from office, and has been afforded a reasonable opportunity to make representations to the Committee.
15. The Committee members shall:
  - a. Be persons of integrity and probity who have suitable and appropriate skills and experience.
  - b. Act in good faith at all times, with a a general duty of care.
  - c. Act only in accordance with the powers afforded by the Constitution.
  - d. Ensure that there are measures in place to enable the Association to achieve its objectives effectively, to fulfil its obligations under the Constitution and to discharge any legal obligations to which it is subject.
  - e. Review the activities and performance of the Association from time to time to ensure that the Association continues to achieve said objectives and obligations.
  - f. Take all reasonable measures to ensure that the financial position of the Association is satisfactory and prudent for the purposes of the Association's objectives.
  - g. Act without regard to their personal interests and solely in the interests of the Association. Members of the Committee must declare any direct or indirect personal material interest in matters related to the Association or which conflicts with or may conflict with the interests of the Association.



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### Honorary Officers

16. The Honorary Officers consist of: a Chair, a Treasurer and a Secretary and (optionally) a Vice-Chair. These Officers are to be elected by the members at the AGM.
17. The Chair will chair and set agendas for meetings and be the spokesperson for the Association, check that decisions are implemented and ensure that the Committee focuses on delivery of the Association's aims.
18. The Secretary will prepare agendas (in consultation with the Chair), make arrangements for meetings, confirm that meeting rules are followed, record all proceedings and resolutions of the Committee, keep records required by law and file reports to the register of charities and others as required.
19. The Treasurer will keep account of all income and expenditure, to be submitted to the Annual General Meeting (AGM), oversee the financial resources of the organisation and advise on the financial implications of plans. Accounts will also be made available to members on request within a reasonable period.
20. The Treasurer and at least one of the Chair and the Secretary must be unconnected individuals.
21. The Honorary Officers are elected for a three-year term.
22. In the event of an Honorary Officer resigning prior to the end of the three-year term, the Committee has the power to appoint an Acting Officer until such time as an AGM or an Extraordinary General Meeting (EGM) can be convened.
23. The Banking Account shall be in the name of the Association on the signatures of the Chair and the Treasurer.

### Annual General Meeting (AGM)

24. The AGM should be held in the first half of the Michaelmas Term every year. Notification of this meeting should be given in writing at least seven days prior.
25. The proceedings of the AGM are as follows:
  - a. The receipt of the annual report and accounts of the PTA for the preceding year. There is no requirement for the accounts to be independently audited.



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- b. The election of any Honorary Officers, when required, and the confirmation of the other Committee members
  - c. Any other business.
- 26. The quorum for an AGM should be seven members of the PTA. If a quorum is not reached, the meeting may proceed at the discretion of the Chair with the approval of those present by simple majority.
- 27. Decisions are by a simple majority, with the Chair having a casting vote in the event of a tie. All AGM decisions will be fully binding.

### Extraordinary General Meetings (EGM)

- 28. An EGM may be called if:
  - a. An Honorary Officer has resigned and a replacement needs electing.
  - b. The Secretary has received a written request stating the reasons to do so, signed by no fewer than 30 members of the PTA. The EGM should take place within 60 days following receipt of the request.
  - c. Notification of an EGM must be given in writing 14 days prior.

### Alteration to the Constitution

- 29. No alteration or addition to this Constitution may be made except at an AGM or an EGM called for such purpose.
- 30. No alteration may be made which could cause the PTA to cease to be a charity in law.

### Dissolution

- 31. The PTA may only be dissolved by a resolution passed at an EGM convened for this purpose. Such a resolution should give instruction for the disposal of any assets held by or in the name of the PTA for the benefit of the students.