



# The Ladies' College PTA

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## Working together to support our students

### CONSTITUTION

#### **Name**

The name of the Association is The Ladies' College, Guernsey Parent Teacher Association (the PTA).

#### **Objectives**

The Objectives of the PTA are to:

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

#### **Membership**

All parents/ guardians of students and employees at the College are members of the PTA.

#### **Committee**

The Committee directs the policy and general management of the PTA.

- 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
- The Committee should meet at least once a term
- Five members of the Committee constitutes a quorum, which must include an Honorary Officer and a member of staff
- Decisions of the Committee are by simple majority of the members present. In the event of a tie, the Chair has the casting vote.
- The Secretary will record all proceedings and resolutions of the Committee.



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### Committee (continued)

- The Treasurer will keep account of all income and expenditure, to be submitted to the Annual General Meeting (AGM).

### Honorary Officers

The Honorary Officers consist of: a Chair, a Vice-Chair, a Treasurer and a Secretary. These Officers are to be elected at the AGM. Members of the PTA need to have served for at least one term on the Committee to be eligible for election.

The Honorary Officers are elected for a three-year term

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.

### Annual General Meeting (AGM)

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.

The proceedings of the AGM are as follows:

- The receipt of the annual report and accounts of the PTA for the preceding year.
- The election of any Honorary Officers, when required, and the confirmation of the other Committee members
- Any other business.

The quorum for an AGM should be twenty 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.



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### **Annual General Meeting (continued)**

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)**

An EGM may be called if:

- An Honorary Officer has resigned and a replacement needs electing
- 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.
- Notification of an EGM must be given in writing 14 days prior.

### **Alteration to the Constitution**

No alteration or addition to this Constitution may be made except at an AGM or an EGM called for such purpose.

No alteration may be made which could cause the PTA to cease to be a charity in law.

### **Dissolution**

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.