



PSA Constitution

The Constitution for the Elmgrove Parent Staff Association

1. Name

a) The Association shall be named The Elmgrove Parent Staff Association.

2. Aims and Objectives

a) To promote and develop close co-operation and communication between Parents, Teachers and Pupils.

b) To engage in activities and events which support and enhance the learning, welfare and development of all pupils.

As well as these objectives, the Association will organise fund-raising and social activities.

3. Membership

a) All parents and guardians of children attending the school and all members of staff are automatically members of the Association.

b) The Head teacher/ Deputy Head teacher of the school shall be the Honorary President of the Association.

c) The committee has the right to exclude members should it become known that they, or anyone they have direct contact with, should pose a danger or risk to either the school or the Association.

4. Committee

a) The Committee shall elect officers, to include a Chairperson, Treasurer, Secretary and other officers as necessary. There should, at all times, be a minimum of 3 elected officers. The roles of the officers may be shared should the need arise.

b) If, for any reason, an officer post be vacated before the end of his/her term of office, the committee may fill the position by general agreement.

c) Any Committee member absent from meetings, for whatever reason, for a period of 3 meetings in succession without an apology shall cease to be a member of the Committee.

d) The Head Teacher of the school has the right to attend Committee meetings.

5. Meetings

a) A minimum of one Committee meeting is to be held each term with a minimum of

- 4 committee members (to include 2 officers) to be present at every meeting.
- b) All Committee members are to have one vote in a Committee vote. The chairperson has the casting vote.
 - c) The Annual General Meeting (AGM) is to be held in the autumn term of each year.
 - d) The Committee may appoint others to run specific events or projects. They shall be required to work within a specific budget.
 - e) Any matter not included in the Constitution shall be discussed and dealt with by the Committee and they shall have the final decision.
 - f) Special, or Emergency meetings may be called at the discretion of the Officers or at the request of at least 5 Committee members.

6. Special Meetings

- a) Notice of at least 7 days must be given to all members of any Special General Meeting.
- b) The Association may only be dissolved following a Special General meeting and agreed by at least two-thirds of those present at the meeting.
- c) All assets remaining after dissolution must be given to the school for the purpose of benefiting the pupils.

7. Finance

- a) The Treasurer shall keep accounts of all income and expenditure and produce a set of financial statements at the Annual General Meeting.
- b) The Treasurer will be responsible for all preparation and submission of annual reports, statements, and returns as required by Charity Law.
- c) Bank Accounts have to be operated in the name of the Association and withdrawals made on the signature of two named officers of the Association.
- d) All money spent shall be at the discretion of the Head Teacher/ Deputy Head Teacher of the school.
- e) The property and funds of the Association must only be used for promoting the aims and objectives of the Association.
- f) Members of the Association shall not receive payment for their services but shall be reimbursed for expenses incurred by the Association with the production of receipts.

8. General

- a) Any changes or adaptation of the Constitution must be made at an Annual General Meeting or Emergency General Meeting called specifically for that purpose. Any changes must be agreed by at least two-thirds of those present.
- b) All members of the Association should conduct themselves as professional,

mindful of its responsibilities and follow school procedures at all times in accordance with the Schools policies.

c) The Association shall take out public liability and additional insurance to cover meetings and events.

d) The Association acknowledges that the Head Teacher/Deputy Head Teacher of the school should have the right to reject any decisions, except changes to the constitution at his/her discretion.

e) All matters regarding Association business are confidential and shall not be shared via social media e.g. Facebook, Twitter etc without prior consent of the Committee.