



St Joseph's College

Constitution
for

Parents and Friends
Association,
including Parents and Friends
Association 100 Club

November 2018

St Joseph's College Parents and Friends Association (PFA) Constitution

1. The name of the association shall be St Joseph's College Parents and Friends Association.
2. Aims: The aims of the Parents and Friends Association (PFA) will be:
 - 2.1 To support St Joseph's College by involving parents, carers, teachers and friends in joint social and fundraising ventures or activities
 - 2.2 To promote co-operation between all members of the school and local community in everything connected with the well-being of St Joseph's College and its pupils.
3. Membership:
 - 3.1 Membership shall be open to all parents and carers of pupils attending St Joseph's College, and to College staff
 - 3.2 Membership shall also be open to all parents and carers of former pupils, to former members of staff and to all friends of St Joseph's College from the local community.
4. Office Bearers and Committee:
 - 4.1 The Office Bearers shall be: Honorary Chair, Chair, Vice-Chair, Secretary and Treasurer. They will be appointed annually at the Annual General Meeting. The Honorary Chair shall be the Head Teacher of St Joseph's College and the Chair will be a member of the PFA but not a member of the teaching staff.
 - 4.2 Committee: The business of the PFA shall be managed by the office bearers and the members of the committee.
 - 4.3 a) The committee shall be made up of the following:
 - i) Honorary Chair, who shall automatically be the Head Teacher
 - ii) Chair, who shall be a parent or carer of a pupil currently at St Joseph's College
Vice-Chair
Secretary
Treasurer
 - iii) Up to 15 ordinary members elected at the Annual General Meeting (AGM)
 - 4.4 The Office Bearers shall have the power to fill any vacancies occurring in the interval between AGMs, to co-opt members as necessary and to appoint sub-committees who may co-opt members as necessary.
 - 4.5 Every reasonable effort shall be made to ensure that all parents, carers, staff and friends of St Joseph's College are aware of the work of the association and how they can become members.

4.6 Office Bearers will retire annually but will be eligible for re-election at the AGM. No Office Bearer may hold the same office for more than 3 years.

4.7 Committee Members will retire after 2 years but will be eligible for re-election at the AGM.

5. General Meeting:

5.1 The Annual General Meeting of the PFA shall be held in the autumn term of the school year, to receive reports of the Committee, to elect Office Bearers and other members of the Committee, to elect auditors and carry out any other competent business.

5.2 Special General Meetings may be called at any time by the Committee. No such meeting shall be called without 14 days' notice being given to members, by public notice.

5.3 At General Meetings 5 members shall form a quorum.

5.4 A Register will be kept of members and it will be reviewed annually.

6. Committee Meetings:

6.1 Members and all parents/carers shall be given at least 2 weeks' notice of meeting dates, times.

Such meetings shall be minuted and copies will be sent out to members and made available to any other interested party.

6.2 At Committee Meetings 5 members shall form a quorum.

6.3 The Chair, or Vice-Chair, or any elected member shall chair the Committee Meetings.

6.4 The Chair shall have the casting vote in all matters.

6.5 All members must be consulted and a majority in agreement before any sum exceeding £100 is allocated or spent. The Secretary will ensure that such decisions are recorded in the minute.

7. Treasurer:

7.1 All funds, donations, contributions etc received on behalf of the PFA must be paid in to the bank account as soon as possible.

Invoices requests for payments, incurred by the Committee, should be submitted to the Treasurer for payment. Provided that such payments do not amount to more than £100, or other sum as approved by the Committee, the Treasurer will pay them.

7.2 The Treasurer will maintain separate records of expenditure and receipts for the PFA and for the PFA 100 Club.

7.3 The funds of the PFA and the PFA 100 Club will be lodged in separate bank accounts.

7.4 Cheques may be signed on behalf of the PFA by any 2 of the following:

Chair, Vice-Chair, Treasurer, any selected Committee Member

7.5 Cheques may be signed on behalf of the PFA 100 Club by any 2 of the following:

Chair, Vice-Chair, Treasurer, any selected Committee Member

7.6 An annual donation of £60 is to be given to St Joseph's College for the annual Award's Ceremony, in memory of the late Paddy Craig.

2 pupils will be selected from each year group for significant commitment and contribution to sport.

8. Accounts:

The accounts of the PFA and the PFA 100 Club shall be closed annually, at the end of July, and shall be audited annually.

9. Auditors:

The auditor shall not be a member of the Committee.

10. Alteration of the Constitution:

No alteration or addition to this Constitution can be made except at the Annual General Meeting, or at a Special General Meeting convened for the purpose. Any proposed changes should be specified in the notice for calling the meeting and should be approved by no less than two-thirds of the members present.

This Constitution was approved and adopted at the St Joseph's College Parent and Friends Association Annual General Meeting held on _____ (date)

Chair name: _____

Chair signature: _____