



**GUISELEY
SCHOOL**

Guiseley School Parent-Teacher Association 2024

Approved on	25 th June 2024
Reviewed on	25 th June 2024
Next review	June 2025
Governors' committee	PTA
Responsible officer	Finance Manager



Constitution 2024

This is the constitution of Guiseley School Parent-Teacher Association

(Guiselley School, Fieldhead Road , Guiseley, Leeds, LS20 8DT) approved on 25th June 2024

1. COMMITTEE

The minimum number of committee members: 2

2. PURPOSES

The objects of Guiseley School Parent-Teacher Association is to advance the education of pupils in the school in particular by:

- 2.1. Developing effective relationships between the staff, parents and others associated with the school
- 2.2. Engaging in activities and providing facilities, equipment or funding which support the school and advance the education of the pupils.

3. POWERS

The committee members/trustees have the following powers, which may be exercised only in promoting the charity's purpose ('objects'):

- 3.1. To publish or distribute information
- 3.3. To co-operate with other bodies
- 3.4. To raise funds (but not by means of permanent trading)
- 3.5. To acquire or hire property of any kind
- 3.6. To make grants or loans of money and to give guarantees
- 3.7. To set aside funds for special purposes or as reserves against future expenditure
- 3.8. To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)
- 3.9. To take out public liability and personal accident insurance to cover association meetings, activities, committee members/trustees, to insure Guiseley School Parent-Teacher Association's property against any foreseeable risk and take out other insurance policies to protect Guiseley School Parent-Teacher Association where required
- 3.10. To employ paid or unpaid agents, staff or advisers



- 3.11. To enter into contracts to provide services to or on behalf of other bodies
- 3.12. To pay the costs of forming Guiseley School Parent-Teacher Association
- 3.13. To obtain and pay for goods and services as are necessary for carrying out the work of the charity
- 3.14. To open and operate bank and other accounts as the committee members/trustees consider necessary
- 3.15. To do anything else within the law that promotes the objects BUT the committee shall not undertake any activity in the school premises without the consent of the headteacher.

4. MEMBERSHIP

Members of Guiseley School Parent-Teacher Association are:-

- 4.1. In a Parents Association, the parents, guardians or carers of any pupil currently attending the school or in a Parent Teacher Association, Parent Staff or Home-School Association as detailed above plus teaching and non-teaching staff currently employed by the school.
- 4.2. Membership is terminated if:
 - 4.2.1. the member dies
 - 4.2.2. the member resigns by written notice to Guiseley School Parent-Teacher Association
 - 4.2.3. the committee members/trustees may for good reason, regardless of whether or not this is at the request of the governing body or the headteacher, exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring Guiseley School Parent-Teacher Association into disrepute. Removal is not effective until the member concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

5. GENERAL MEETINGS

(ANNUAL AND EXTRAORDINARY)

- 5.1. All members are entitled to attend any general meeting of Guiseley School Parent-Teacher Association. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.
- 5.2. All general meetings are called by giving 14 clear days written notice of the meeting to the members. The notice should specify the date, time and location of the general meeting as well as give an overview of the agenda.
- 5.3. There is a quorum at a general meeting when the total number of members present (including committee members/trustees) is at least half of the current committee membership. The only exception would be at a



general meeting where Guiseley School Parent-Teacher Association is being dissolved: please see clause 13.

5.4. The Chair or (if the Chair is unable or unwilling to do so) some other committee member/trustee elected by those present is in charge of a general meeting.

5.5. Except where otherwise provided in this constitution (Dissolution: clause 13), every issue at a general meeting is decided by a simple majority of the votes cast by the members present at the meeting.

5.6. Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every member present is entitled to one vote on every issue.

5.7. Guiseley School Parent-Teacher Association must hold a general meeting within 12 months of the date of the adoption of this constitution. Thereafter, an AGM must be held in each subsequent year and not more than 15 months may elapse between successive AGMs.

5.8. At the AGM the members:

5.8.1. receive the accounts of Guiseley School Parent-Teacher Association for the previous financial year

5.8.2. receive the report of the committee members/trustees on Guiseley School Parent-Teacher Association's activities since the previous AGM.

5.8.3. elect the committee members/trustees

5.8.4. appoint an independent examiner or auditor for Guiseley School Parent-Teacher Association if this is needed

5.8.5. may confer on any individual (with his or her consent) the honorary title of Patron, President or Vice-President of Guiseley School Parent-Teacher Association

5.8.6. discuss and determine any issues of policy or deal with any other business put before them

5.9. A general meeting may also be called for special or extraordinary reasons (called an extraordinary general meeting or EGM). In addition to being called by committee members, these can be called by members of Guiseley School Parent-Teacher Association. This requires a request in writing to the committee from 10 or more members. As a result, the committee must call an EGM (give all members of Guiseley School Parent-Teacher Association notice of the EGM) within 14 days of the written requests being received from members. This EGM must happen within three months of the written requests being received. (This timeframe is designed to make allowances for school holidays.)

6. THE COMMITTEE

6.1. All members of the committee are trustees of the charity and have control of Guiseley School Parent-Teacher Association, its property and funds. The committee members are referred to in this document as committee members/trustees. The committee will consist of a Chair Person, Secretary and Treasurer.

6.2. Committee members/trustees shall be elected at the AGM and shall hold office until the next AGM.



6.3. All committee members/trustees, except those who are co-opted, must be members of Guiseley School Parent-Teacher Association.

6.4. Committee members/trustees shall have the power to co-opt committee members/trustees at any time, and co-opted committee members/trustees shall serve until the date of the next AGM.

6.5. The number of co-opted committee members/trustees must not be more than 50% of the total number of committee members/trustees.

6.6. Nominations for election to the committee may be made by any member of Guiseley School Parent-Teacher Association and seconded by another. Such nominations must have the consent of the nominee. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

6.7. A committee member/trustee (whether elected or co-opted) automatically ceases to be a committee member/trustee if he or she:

6.7.1. is disqualified under section 178 of the Charities Act 2011 or any substantial re-enactment from acting as a charity trustee

6.7.2. in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a trustee and may remain so for more than three months

6.7.3. is absent from three consecutive meetings of the committee without prior notification to the Secretary

6.7.4. ceases to be a member of Guiseley School Parent-Teacher Association

6.7.5. resigns by written notice to the committee but only if at least two committee members/trustees remain in office

6.7.6. is removed by a resolution passed by a majority of other committee members/trustees. Removal is not effective until the committee member/trustee concerned has been notified in writing of the proposal and his/her right to respond within 14 clear days, and the matter has been considered in light of any representations made.

6.8. All committee members/trustees shall be entitled to reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of Guiseley School Parent-Teacher Association.

6.9. A retiring committee member/trustee is entitled to an indemnity from the continuing committee members/trustees at the expense of Guiseley School Parent-Teacher Association in respect of any liabilities properly incurred while he or she held office.

6.10. A technical defect in the appointment of a committee member/ trustee of which the committee is unaware at the time does not invalidate decisions taken at a meeting.



7. COMMITTEE MEETINGS

7.1. The committee must hold at least three meetings every academic year. Meetings can be held physically or virtually. A virtual meeting may be held by suitable electronic means agreed by the committee members in which each participant can see and hear all other participants. These meetings must comply with all other rules for the meeting, including chairing, taking of minutes and quorums.

7.2. A quorum at a committee meeting is 50 per cent, rounded up to the nearest whole number, of the total number of committee members. This applies where there are three or more committee members in post. Where there are only two, 100% attendance is required to be quorate to prevent a single individual having the power to make decisions on behalf of Guiseley School Parent-Teacher Association.

7.3. The Chair or, if the Chair is unable or unwilling to do so, some other committee member/trustee chosen by the members present is in charge at each committee meeting.

7.4. Every decision may be made by a simple majority of the votes cast at a committee meeting. A resolution which is in writing (including by email) and signed by all committee members/trustees is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

7.5. Except for the Chair of the meeting, who has a second or casting vote every committee member/trustee has one vote on each issue.

8. POWERS OF COMMITTEE

The following powers are available to the committee to help run Guiseley School Parent-Teacher Association:-

8.1. to delegate any functions of the committee to sub-committees. These must consist of two or more persons appointed by the committee but at least one member of every sub-committee must be a committee member/trustee. All sub-committee proceedings must be promptly reported to the main committee.

8.2. to make rules consistent with this constitution about the committee and sub-committees, to govern proceedings at general meetings and generally about the running of Guiseley School Parent-Teacher Association including the operation of bank accounts and the management of funds.

9. PROPERTY & FUNDS

9.1. The property and funds of Guiseley School Parent-Teacher Association must only be used to fulfil the objects (see clause 2).

9.2. Committee members/trustees can enter into contracts with Guiseley School Parent-Teacher Association for the provision of goods and services to Guiseley School Parent-Teacher Association (but not contracts of employment with Guiseley School Parent-Teacher Association except with the prior written consent of the Charity Commission) provided that:

9.2.1. the maximum amount is set out in writing and is reasonable for the services provided



9.2.2. the committee members/trustees are satisfied that the agreement is in the interests of the charity before entering into it.

9.2.3. the total number of committee members/trustees entitled to such remuneration is in the minority from time to time.

9.3. Whenever a committee member/trustee has a personal interest in a matter to be discussed at a meeting, the committee member/trustee must:

9.3.1. declare an interest before discussion begins on the matter.

9.3.2. withdraw from that part of the meeting unless expressly invited to remain in order to provide information.

9.3.3. not be counted in the quorum for that part of the meeting.

9.3.4. withdraw during the vote and have no vote on the matter.

10. RECORDS & ACCOUNTS

10.1. The committee must comply with the requirements of The Charities Act 2011 or any substantial re-enactment as to the keeping of financial records, the audit or independent examination of accounts and the preparation and transmission to the Charity Commission of:

10.1.1. annual reports

10.1.2. annual returns

10.1.3. annual statements of account

10.2. The committee must keep proper records of:

10.2.1. all proceedings at general meetings

10.2.2. all proceedings at committee meetings

10.2.3. all reports of sub-committees

10.3. Annual reports and statements of account relating to Guiseley School Parent-Teacher Association must be made available for inspection by any member of Guiseley School Parent-Teacher Association.

10.4. The committee must notify the Charity Commission promptly of any changes to Guiseley School Parent-Teacher Association's entry on the Register of Charities.

11. NOTICES

11.1. Notice of any general meeting of Guiseley School Parent-Teacher Association may be sent by hand, by post, by suitable electronic communication (email) or in any newsletter distributed by Guiseley School



Parent-Teacher Association to its members. Notification by hand may include distribution to parents, guardians and carers via their children with or without other communications from the school.

11.2. The address at which a member is entitled to receive notices (if sent by post) is the last known address of the member.

11.3. A technical defect in the giving of notice which the members or committee members/trustees are unaware of at the time does not invalidate decisions taken at a general meeting.

12. AMENDMENTS

This constitution may be amended at a general meeting of Guiseley School Parent-Teacher Association by a two-thirds majority of the votes cast but:

12.1. The members must be given 21 clear days' notice of the proposed amendments

12.2. No amendment is valid if it would make a fundamental change to the charitable purpose (objects)/clause 2 or destroy the charitable status of Guiseley School Parent-Teacher Association and no amendment may be made to clause 9 without the prior written consent of the Charity Commission

12.3. A copy of any resolution amending the constitution must be sent to the Charity Commission within 21 days of it being passed.

13. DISSOLUTION

13.1. Guiseley School Parent-Teacher Association may be dissolved by a resolution presented at an EGM or an AGM where this is included in the notice of the meeting. The resolution must have the agreement of two-thirds of those voting and must give instructions for the disposal of any assets remaining after paying the outstanding debts and liabilities of Guiseley School Parent-Teacher Association.

13.2. The net assets shall not be distributed among the members of Guiseley School Parent-Teacher Association but will be given to the school for the benefit of the pupils of the school. In the event of the school closing any remaining funds could be distributed to a neighbouring school or schools as selected by the committee.

13.3. If it is not possible to dispose of assets as described in clause 13.2 then the assets can be given to another charitable cause provided that the cause is within the objects of Guiseley School Parent-Teacher Association.

13.4. The committee members/trustees must notify the Charity Commission promptly that Guiseley School Parent-Teacher Association has been dissolved. The committee members/trustees must comply with any request from the Commission including providing Guiseley School Parent-Teacher Association's final accounts.

14. GLOSSARY OF TERMS

14.1. In this Constitution:

- address: means a postal address or, for the purposes of electronic communication, i.e., an email address, a fax number or a text message number in each case registered with the charity.
- AGM: means an annual general meeting of the members of Guiseley School Parent-Teacher Association.



- Guiseley School Parent-Teacher Association: means the charity comprised in this constitution
- the Chair: means the Chair of Guiseley School Parent-Teacher Association elected at the AGM
- charity trustee: has the meaning prescribed by section 177 of the Charities Act 2011 or any substantial re-enactment. Every committee member/trustee is legally a charity trustee.
- clear day: means 24 hours from midnight following the triggering event.
- the Commission: means the Charity Commission for England and Wales:
www.gov.uk/government/organisations/charity-commission
- the committee: is the governing body of Guiseley School Parent-Teacher Association and includes all elected and co-opted committee members/trustees
- committee member(s)/trustee(s): means a member of the committee elected at the AGM by the membership
- co-opted committee member/trustee: means a member of the committee appointed by the committee members/trustees in accordance with clause 6
- EGM: means an extraordinary general meeting of the members of Guiseley School Parent-Teacher Association and which is not an AGM
- fundamental change: means a change that would not have been within the reasonable contemplation of a person making a donation to Guiseley School Parent-Teacher Association
- general meetings: means any AGM or EGM (see above)
- governing body: means the governing body of the school
- headteacher: means the headteacher, executive head or Principal of the school
- independent examiner: has the meaning prescribed by section 145(a) of the Charities Act 2011 or any substantial re-enactment
- member and membership: refer to members of Guiseley School Parent-Teacher Association as set out in clause
- months: means calendar months
- the objects: means the charitable objects of Guiseley School Parent-Teacher Association set out in clause
- permanent trading: means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the objects
- written or in writing: refers to a legible document on paper including an electronic communication (email) or a fax message where the member or co-opted committee member/trustee has agreed to receipt of notices by electronic means
- unincorporated association: an 'unincorporated association' is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit, e.g., a voluntary group or a sports club. Individual members are personally responsible for any debts and contractual obligations
- year: means calendar year unless otherwise specified

14.2. References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.