

---

# FRIENDS OF THE DEANERY

---

The Deanery Primary School  
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

## Constitution – A Summary

Friends of the Deanery is a charity, registered with the charities commission that raises funds to provide luxuries for the children who attend the Deanery Primary School.

We are governed by the model constitution written by PTA UK. The constitution establishes the rules by which our association is run. A signed copy of the constitution is filed with the charities commission.

### Committee Members

Our members are the parents of the children who attend the school, the staff who are employed by the school and any person who is willing to offer support and is deemed suitable as a member by the committee (for example grandparents, local community). Members do not hold any legal responsibility for the actions of our association.

Our members are our greatest asset when looking for volunteers and helpers to support the work of the committee. Members are always welcome to attend committee meetings and general meetings but do not hold a vote.

### Committee

Our committee is made up from volunteers in your member group and the roles are elected at the annual general meeting (AGM) which takes place each October in the first 3 months of the new School Year. The elected committee members manage the association on behalf of the members and are legally responsible for the management of the association.

All committee members are trustees of our charity and have control of the association, its property and funds.

Committee members are elected at the AGM and serve until the date of the next AGM.

There are three types of committee members,

Officers	chair, vice chair, treasurer and secretary	(hold specific roles)
Ordinary members	are also elected at the AGM and hold voting rights	
Volunteer members	are not elected, do not carry a vote, BUT are extremely valuable contributors to the success of meetings and PTFA	

All committee members hold one vote, with exception of the chair who holds the casting vote if it is needed.

There are a minimum of two committee members required to operate the association, there are no maximum number.

---

# FRIENDS OF THE DEANERY

---

The Deanery Primary School  
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

Committee members should offer apologies, in writing, to the association email where when they are unable to attend committee meetings. Three absences without apologies will be taken as resignation from the committee.

All committee members are entitled to reimbursement of reasonable expenses incurred in the administration of the association.

## Annual General Meetings

General meetings will be called with a minimum of 21 days clear notice, specifying the date, time and location of the meeting, with an overview of the agenda, to the members. General Meetings must be held annually, with no more than 15 months between successive meetings.

For an AGM to be valid, there must be a quorum at the meeting. A quorum is where the number of members present is at least twice the amount of committee members (unless the association is being dissolved). For example, if there are 5 committee members, there must be a minimum of 10 ordinary members present at the meeting to be able to make a vote.

Where a vote is tied at an AGM, every ordinary member present is entitled to one vote on every issue.

At a general meeting the accounts for the previous year should be presented along with a report from the committee members on the Associations activities since the last AGM.

All committee members automatically stand down at the beginning of the AGM. A committee member ceases to be such if they are disqualified under the charities act, is incapable of managing their own affairs, ceases to be part of the association, is removed by resolution passed by majority of other committee members or resigns by written notice (only if at least two committee members remain).

During the meeting committee members will be elected, these may be the same people.

Nominations for election to the committee may be made by any member of the association and seconded by another, but must hold the consent of the nominee. These nominations should be made in writing to the chair at any time until the election process is completed.

If there are no nominations for committee members, or an insufficient number of nominations are received, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

An EGM (Extraordinary General Meeting) may be called at any time by the committee and must be called within 3 months where a request is received by at least ten members.

## Committee meetings

The minimum requirement is for 3 committee meetings to be held each academic year.

A quorum at a committee meeting is 50% of the total number of trustees, rounded to the nearest whole number. Decisions may be made by a majority of the votes cast at a committee meeting. A resolution in rewriting and signed by all trustees is equally valid and is treated as passed on the date

---

# FRIENDS OF THE DEANERY

---

The Deanery Primary School  
14 Fox Hollies Road, Sutton Coldfield, B76 2RD

of the last signature. Each committee member holds one vote on each issue, the chair holds the casting vote in the event of a tie.

The committee are able to delegate any functions of the committee to a sub-committee, which must consist of two or more people appointed by the committee and at least one of the members of the sub-committee must be a trustee.

## Sub Committees

Sub-committees are established to ensure smooth operation of PTFA events. Each sub-committee is responsible for planning their event, liaising with the treasurer for monies required and completing and maintaining an event template for future reference.