

**MARLBOROUGH SCHOOL SCIENCE COLLEGE**  
**PARENT TEACHER ASSOCIATION**  
**Constitution**

1. The NAME of the Association shall be the Marlborough School Science College Parent Teacher Association.
2. The OBJECTS of the Association are to advance the education of the students of the school by providing and assisting in the provision of the facilities for education and the environment at the school (not normally provided by the Local Education Authority) and in achieving this object the Association may:
  - foster more extended relationships between the staff, parents and others associated with the school, and
  - engage in activities which support the school and advance the education of the students attending it.
3. The Association shall be Non-Political and Non-Sectarian.
4. The MEMBERS of the Association shall consist of all Parents or Legal Guardians of the students at the school, the teaching staff, Governors and friends of the school.
5. The MANAGEMENT and control of the Association shall be vested in a Committee of Parents, Teachers and friends, appointed annually at the AGM. The Committee shall consist of a minimum of 8 members, to include the Head teacher and another member of staff.
6. The OFFICERS of the Association shall be elected by the Committee at the first meeting of the school year. They are:
  - i. Chair
  - ii. Treasurer
  - iii. Secretary
7. 6 members of the said committee shall constitute a quorum for the Committee
8. Committee meetings shall be held at least once each term at such times and places as the Committee shall decide
9. The Annual General Meeting of the Association shall be held in the Autumn term each year.
10. 10 members attending shall constitute a quorum at the Annual General Meeting.
11. The Committee shall have the power to appoint any Sub-Committee, whose members need not be members of the Main Committee, and shall prescribe the function of any such committee. The majority of any such Committee shall be members of the main Committee.
12. The Committee shall have the power to co-opt members on a casual basis or until the next AGM. Co-opted members may vote at meetings and shall be counted towards the quorum. The total number of co-opted members shall not exceed the total number of elected members required to form a quorum.

13. A special General Meeting shall be convened at the request in writing to the Secretary by 10 members of the association, or may be called by the committee at any time on 14 days notice, communicated to the members in writing.
14. No alteration to the rules may be made except at the AGM or a Special Meeting called for this purpose. No alteration or amendment shall be made to the Objects clause or Dissolution clause which would cause the Association to cease to be a Charity at Law.
15. At all meetings, in the case of an equal number of votes cast for and against a resolution, the Chair shall have a second or casting vote.
16. The Treasurer shall keep an account of all income and expenditure, and shall submit accounts, duly audited, at the AGM,. The Bank Account (s) shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of any two of the following:
  - i. Chair
  - ii. Treasurer
  - iii. Secretary
  - iv. Head Teacher
17. Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst any members of the Association but will be given to the school for the benefit of the students at the school in any manner which is exclusively Charitable at Law.
18. The Association shall take out Public Liability Insurance to cover all its meetings and activities
19. Any matter not provided for in the constitution shall be dealt with by the Committee, whose decision shall be deemed final. The Head teacher shall have the ultimate decision in all educational matters and matters pertaining to the management and use of the school.