

Constitution of the Parent Teacher Association of the Edinburgh Steiner School

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1 DEFINITIONS

- 1.1 The following terms are used in the constitution and take the meanings as defined in this section:
- 1.1.1 **Annual General Meeting (AGM)** means a Meeting conducted in accordance with this constitution.
 - 1.1.2 **Association** means the Parent Teacher Association of the Edinburgh Steiner School.
 - 1.1.3 **Committee** means the group of elected individuals who oversee the general operation of Association.
 - 1.1.4 **Committee Meeting** means a Meeting of the Committee.
 - 1.1.5 **Meeting** means a formal Meeting of the Association e.g. AGM, Committee Meeting.
 - 1.1.6 **Parent** means a Parent, carer, or guardian of currently enrolled pupil(s) of the Edinburgh Steiner School.
 - 1.1.7 **School** means the Edinburgh Steiner School.
 - 1.1.8 **Teachers** means any employee of the School.

2 AIMS

- 2.1 The aims of the Association are to enhance the school environment through:
- 2.1.1 Collaboration: To promote close cooperation and foster communication between the Parent body and the School.
 - 2.1.2 Social connection: To cultivate connection and strengthen our community.
 - 2.1.3 Volunteering: To encourage active participation by the community in supporting the School.

3 POWERS

- 3.1 The Association is empowered to take any action deemed by the Committee to advance the aims of the Association.

4 MEMBERSHIP

- 4.1 All Teachers and Parents are deemed members of the Association.

5 COMMITTEE

- 5.1 All members of the Association are eligible to serve on the Committee.
- 5.2 The Committee is comprised of a minimum of four and a maximum of twelve representatives from the Association.

- 5.3 The composition of the Committee will include a minimum of two Teachers, one of whom is a member of the Senior Management Team (SMT).
- 5.4 Committee members are nominated at the Annual General Meeting and must be approved by two members of the Association present.
- 5.5 The committee can co-opt other members of the Association at any time, the nomination of co-opted members requires approval at a Committee Meeting, following standard voting procedures as defined in 8.2.6 below.
- 5.6 All Committee members, regardless of their date of appointment, are elected for a period ending at the next Annual General Meeting and all are eligible for re-nomination.
- 5.7 Any member of the Committee failing to attend three consecutive Meetings may be deemed to have retired from the Committee, unless previously agreed.
- 5.8 Any Committee member may voluntarily resign by providing written notice to the Chairperson or Secretary.

6 SUBCOMMITTEES

- 6.1 The Committee is authorized to appoint sub-committees to further the aims of the Association.
- 6.2 A minimum of one Committee member must serve on each sub-committee.
- 6.3 Sub-Committees must provide an update on activities to the Committee at least once per term during a Committee Meeting.
- 6.4 The Committee are empowered to dissolve sub-committees by notifying at least one member of the sub-Committee.

7 OFFICE BEARERS

- 7.1 All members of the Committee are eligible to serve as Office Bearers.
- 7.2 The Office Bearer roles and accountabilities include:
 - 7.2.1 Chairperson: Presides over Meetings, represents the PTA externally
 - 7.2.2 Treasurer: Manages financial matters, keeps accurate records.
 - 7.2.3 Secretary: Records minutes of Meetings, handles correspondence, maintains Meeting calendar.
 - 7.2.4 Any other roles as deemed necessary by the Committee.
- 7.3 Office Bearers are elected by the Committee at the first Committee Meeting following the Annual General Meeting or the first Committee Meeting after a role becomes vacant.
- 7.4 Committee members (excluding the chairperson) are eligible to cast one vote for the election of each Office Bearer position, and decisions will be made based on a simple

majority. Nominees cannot vote for the role they are candidates for. In the event of a tie, the chairperson casts a deciding vote. If a vacancy for an Office Bearer role cannot be filled, the tasks of the role will be undertaken by any active Office Bearer until the position is filled.

- 7.5 Any Office Bearer may voluntarily resign by providing written notice to the Chairperson or Secretary. Resignation as an Office Bearer does not constitute a resignation from the Committee unless specified.

8 MEETINGS

- 8.1 The Annual General Meeting will be conducted as follows:

8.1.1 The Meeting will take place prior to the end of the first term.

8.1.2 All members of the Association are eligible to attend.

8.1.3 Notice of the Meeting will be published in the Tuesday Notice at least one week before the event. The notification should include an overview of the topics to be discussed and invite the submission of resolutions (to be received by the Secretary in writing at least three calendar days prior to the Meeting).

8.1.4 The Meeting will cover at a minimum; the work of the Committee, approval of the annual accounts, any changes to the constitution, the election of members to serve on the Committee and any resolutions.

8.1.5 A quorum of four members is required.

- 8.2 The voting on resolutions will be based on one vote per member present and decisions based on a simple majority. In the event of a tie, the resolution will be rejected. The voting process for the election of Committee members is defined in section 5.4 above and Changes to the Constitution in Section 10.2 below. The Committee is comprised of a minimum of four and a maximum of twelve representatives from the Association.

- 8.3 The composition of the Committee will include a minimum of two Teachers, one of whom is a member of the Senior Management Team (SMT).

- 8.4 Committee members are nominated at the Annual General Meeting and must be approved by two members of the Association present.

8.4.1 The committee can co-opt other members

- 8.5 The Committee Meetings will be conducted as follows:

8.5.1 Meetings will be held at least twice per term, one meeting will be deemed an 'Open Meeting' and all members of the Association invited to attend.

- 8.5.2 All members of the Association can request to attend a standard Committee Meeting if they have notified the Secretary in writing at least three days prior to the Meeting.
- 8.5.3 Dates of Committee Meetings will be published online in the School calendar.
- 8.5.4 Individuals who are not Members of the Association may be invited by the Committee to attend Meetings.
- 8.5.5 A quorum for meetings is four Committee members.
- 8.5.6 Voting on items raised will be based on one vote per Committee member present (excluding chair) and decisions based on a simple majority. In the event of a tie, the Chairperson will have a deciding vote.
- 8.5.7 All Committee members, regardless of their date of appointment, are elected for a period ending at the next Annual General Meeting and all are eligible for re-nomination.

8.6 When required, a Special General Meeting may be called and conducted as follows:

- 8.6.1 Any member of the Committee has the power to call a Special General Meeting.
- 8.6.2 All members of the Association are eligible to attend.
- 8.6.3 Notice of the Meeting will be published in the Tuesday Notice at least one week prior to the event and should include the reason for the Special Meeting with details on the resolutions to be considered.
- 8.6.4 A quorum of four members is required.
- 8.6.5 The voting on resolutions will be based on one vote per member present and decisions based on a simple majority. In the event of a tie, the resolution will be rejected. The voting process for the election of Committee members is defined in section 5.4 above and Changes to the Constitution in Section 10.2 below.

9 FINANCE

- 9.1 The Association is authorized to raise funds.
- 9.2 Funds must be applied to further the aims of the Association.
- 9.3 Funds for the Association must be held in a dedicated account.
- 9.4 Expenditure, £50 or over, must be approved in advance in a Committee Meeting, following standard voting procedures. Expenditure under £50 may be approved at any time by an office bearer.
- 9.5 The accounts shall be brought to balance and shared at the Annual General Meeting.

10 CHANGES TO THE CONSTITUTION

- 10.1 Material changes to the constitution must be proposed at the Annual General Meeting, or at a Special General Meeting.
- 10.2 Changes to the constitution must be approved by not less than two thirds of members present.
- 10.3 This Constitution shall be reviewed at least once every two years.

11 DISSOLUTION

- 11.1 If the Association ceases to exist, any remaining funds should be distributed for the benefit of the pupils of the School.

12 VERSION HISTORY

Version	Comments	Effective date
V1	Initial version	14 May 2007
V2	Revised version	4 October 2013
V3	Revised version	29 October 2024