Parent-teacher association constitution and rules

Constitution of [enter Parent-teacher association name]

Name of Member	Address of each Member
· ·	committee of the [enter Parent-teacher association
	ame] and agree for • • • • • • • • • • • • • • • • • • •
Parent-teacher association na	1 1

Name of Wember	Address of each welliber

Dated: [date]

Contents

- 1. Definitions
- 2. Name of Association
- 3. Main objects
- 4. Membership
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- 7. Confidentiality
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- 10. Powers of Committee
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- 15. Finance
- 16. Dissolution
- 17. Breach of Rules
- 18. Miscellaneous matters

Schedule Annual Subscription charges

Rules of [Parent-teacher association name]

of

[Address]

(the "Association")

1. Definitions

These definitions apply unle	ess the context •••••:
"Accounting Year"	means the year beginning on 1st [month], the date to which the SERION SERION SE
"AGM"	means the Annual General Meeting of the Association.
"Committee"	means the committee or board • • • • • • • • • • • • • • • • • • •
"Confidential Information"	means all information about the Association and the Members but does not include information that it is reasonably necessary to
"EGM"	means an Extraordinary General • • • • • • • • • • • • • • • • • • •
"Member"	means any person • • • • • • • • • • • • • • • • • • •
"Membership"	means membership of

	"Offic	cer(s)"	means the 					
	"Rule	es"	means the [rules / conditions of continuing = = = = = = = = = = = = = = = = = = =					
	"Sch	ool"	means [
2.	Nar	ne of the Ass	sociation					
	The	name ■ ■ ■ ■ ■].					
3.	Mai	n objects						
	The objects of the Association are:							
	3.1.	to increase and	improve co-					
	3.2.	to raise funds to	enable the School to provide extra facilities and ■ ■ ■					
	3.3.	to provide escor	ts for • • • • • • • • • • • • • • • • • • •					
	3.4.	to provide ■ ■ ■						
	3.5.	to provide adult	classroom volunteers to assist					
		,						
	3.6.	to furnish expert	knowledge across a					
	3.7.	to provide leade	rs in extra-					

	3.8.	to lend help and support to families connected • • • • • • • • • • • • • • • • • • •
	3.9.	to liaise and co-operate with other • • • • • • • • • • • • • • • • • • •
	3.10.	[List other objectives]
4.	Men	nbership
	4.1.	Membership shall be open to:
		4.1.1 parents, guardians • • • • • • • • • • • • • • • • • • •
		4.1.2 teaching and •••••••••••••••••••••••••••••••••••
	4.2.	It is a condition of Membership that a Member
	4.3.	A
	4.4.	Any person may join • • • • • • • • • • • • • • • • • • •
	4.5.	The Committee reserves the
5 .	Sub	scriptions
	5.1.	Payment for Membership is $\blacksquare \blacksquare \blacksquare$
	5.2.	A Member's annual subscription shall be such as the
	5.3.	Subscriptions are due on [

	5.4.	On joining, a subscription is payable pro
6.	Res	signation, suspension and expulsion
	6.1.	A Member may resign from the Association by informing • • • [• • • • / • • •] • • • • • • • • • • •
	6.2.	The Committee has the power to:
		6.2.1 suspend (
		6.2.2 expel
	_	Member who infringes any of these Rules or whose \blacksquare \blacksquare \blacksquare , (\blacksquare \blacksquare \blacksquare \blacksquare
		,
	6.3.	No Member shall be suspended or expelled
	6.4.	Suspension or expulsion shall not be permitted
	6.5.	A suspended member shall not
	6.6.	If a Member chooses to resign or
	6.7.	Expulsion shall be permanent.
		La caracteria de la consensación

7. Confidentiality

- 7.1. Each Member agrees and undertakes that he will:

		7.1.2	in respect of any part of the Confidential Information of the Association, from today until the
			-,
			••.
	7.2.	This pa	aragraph does not apply to disclosure:
		7.2.1	made with the consent of the
		7.2.2	of information or knowledge which
		7.2.3	as may be •••••••••••••••••••••••••••••••••••
8.	Арр	ointm	nent and removal of Officers
8.	App 8.1.		nent and removal of Officers ommittee shall be made •••••[12]••••,••••
8.	8.1.	The Co	ommittee shall be made ■ ■ ■ ■ ■ ■ ■ [12] ■ ■ ■ ■ , ■ ■ ■ ■ ■
8.		The Co	ommittee shall be made • • • • • [12] • • • • , • • • • • • • • • • • • • •
8.	8.1.	The Co	ommittee shall be made ■ ■ ■ ■ ■ ■ ■ [12] ■ ■ ■ ■ , ■ ■ ■ ■ ■
8.	8.1.	The Control of the Co	ommittee shall be made • • • • • [12] • • • • , • • • • • • • • • • • • • •
8.	8.1.	The Of 8.2.1 8.2.2 8.2.3	ommittee shall be made • • • • • • [12] • • • • , • • • • • • • • • • • • • •
8.	8.1.	The Control of the Co	ommittee shall be made • • • • • • [12] • • • • , • • • • • • • • • • • • • •
8.	8.1. 8.2.	The Control of the Co	ommittee shall be made • • • • • • [12] • • • • , • • • • • • • • • • • • • •

OR

8.5.	Office holders and Committee members shall • • • • • • • • • • • • • • • • • •
8.6.	No office holder shall hold office for $\blacksquare \blacksquare \blacksquare$
8.7.	Each office holder
8.8.	
	[28]
8.9.	
8.10.	

9. Management of the Association

9.1.				
		 	.], 	• • • • • • • •
	••.	 	• • • • • • • • • • • • • • • • • • • •	•••••
9.2.				

9.3.		
	[===	=],==========
	[===	.],
	[===	=], = = = = = = = = = = = =
9.4.		
		,
9.5.		
		[75] %
	9.5.1	change the Rules of the Association;
	9.5.2	change the constitution of the Association;
	9.5.3	;
	9.5.4	dissolve the Association;
	9.5.5	[other decisions the Members want to enter]

10. Powers of Committee

	10.1.3										
		•••		 							
	10.1.4					••	• • •	 	•	 	• • •
	10.1.5			 							
	10.1.6										
	10.1.7			 	■■,			 		 ■,	
	10.1.8	•••									
	10.1.9	•••	ı ■ ;								
10.2.				 							
	::::			 				 	••	 ■ ■ ;	••
		••.									

11. Annual General Meeting

11.1.									
	11.1.1								
		. ;		••••		••••	• • • • •	••••	••••
	11.1.2								
			041		_				

11.1.3 electing the Officers of the Association;

		11.1.4 fixing the sub	scription charges for N	Membership, and	
		11.1.5	••••••	•••••	• • • •
	11.2.			 21 	•••
	11.3.			-	
		• • • • • • • • • • • • • • • • • • • •	,		
	11.4.	,	[3		
		• • • • • • • • • • • • • • • • • • • •			
12.	Extr	aordinary Gene	ral Meetings		
	12.1.	28	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • •	•••
]	•••
	12.2.				
	12.3.			,	•••
13.	Quo	rum at meetings	S		
	13.1.	, 			••••
	13.2.				
		■■■[50]%■■■			-
			=		

14.	Voting	at m	eetings
17.	Volling	at III	ceiliga

14.1.

14.2.

15. Finance

15.2.

15.3.

15.4.

15.5.

15.6.

16. Dissolution

16.1.

16.2.

OR									
16.3.		,							
				-	-				
Brea	ach of	the Ru	ıles						
17.1.									
		,		• • • • •	••••	••••			
17 2									
		• • • • •	••••						
Misc	ellane	ous m	atters						
18.1.									
			 ,						
18.2.	[•			
			18 . . 1						
	■ ■ ■].		- -	_ 		-		_ 	-
18.3.									
							•		

17.

18.

 \blacksquare \blacksquare .

18.4.	•••••
	It shall be deemed to have been delivered:
	,
	■■■72■■■■■■■■■
	:
18.5.	
	,
Signed by [n	ame]
Signed by [n	ame]
Signed by [n	ame]
Signed by [n	ame]

Schedule: Annual Subscription charges	

Explanatory notes:

Parent-teacher association constitution and rules

General notes

1.	If your club, etc is not new, simply delete the first page, listing names of first group. ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	There is no law requiring registration of this document on account simply of what it is. There may be registration requirements depending on your status as a taxpayer,
2.	What you need to do to comply with the
	The Act applies to all personal data you collect, use or store. The scope ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
	The law refers to "processing ". In plain English that means you do something positive with that data. However, in the GDPR, and consequently in the Data Protection Act, you "process " data even if it only passes through your ■ ■ ■
	We have drawn a comprehensive free privacy policy which covers not only the usual and expected matters but which specifically provides compliance with the Act. It is I I I I I I I I I I
	The privacy policy is not simply a standard form that you can stick on your website and forget. For compliance, you need to check it and possibly insert details of all the data relating to members. You can •••••••••••••••••••••••••••••••••••
	You can download it at https://www.netlawman.co.uk/d/website-privacy-policy
	If your club does not have website then you may use this privacy policy

you must never assume you have member's consent for anything you do in connection with his personal data. Consent must be specific and for one of the reasons provided for in the Act. Furthermore, you may

In connection with your club and your website generally, important areas of

the **----**:

	if you allow members to post information to your website, you may not process, edit or
	You will find a full list at:
https: gdpr/	//ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-
Par	agraph specific notes:
Drafti	ng notes following the numbered paragraphs
1.	Definitions
	You should first decide on the contents of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the document, then return to check what definitions are needed and whether they really The state of the state of the state of the document.
	By all means use the search/replace function in your word processor to change them. If you do change a defined term, make sure it
	Remember too, that when a word or phrase is defined, the defined meaning capitalised, takes precedence over the
2.	Name of the Association
	Here you just need to
3.	Main objects
	This is the essence of your association. The purpose for which you are willing to form this association. The core object of a parent teacher association is to offer assistance to both teachers and parents alike as their children and pupils make the journey

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You may also list prohibited items / activities.

4.

Membership

	structure, different = = = = = = = = = = = = = = = = = = =
5.	Subscriptions
	This is an optional paragraph. By all means
6.	Resignation, suspension and expulsion
	This rule sets out the
7.	Confidentiality
	It is for you to decide whether all members think this provision is appropriate. This is where software, donors' details, and designs creep ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
8.	Appointment and removal of Officers
	There should be a fixed number of persons in whom the management of the
	•••••
	We provide an example structure of officers. You may add \blacksquare
9.	Management of the Association
	The same provision applies as to last previous rule. A
	By all means enter more detailed duties
	At 9.5: this list has ••••••••.
10.	Powers of Committee
	Here we provide menu of options. Select the
11.	Annual General Meeting

We have no comments.

12.	Extraordinary General Meeting
	We suggest no change.
13.	Quorum at meetings
	We have provided an
14.	Voting at meetings
	This is entirely optional. It avoids the situation
	The chairman has an original or first vote unless he is disqualified, for example as having an interest in the subject matter of the vote. If
15.	Finance
	A balanced set of provisions. You
16.	Dissolution
	This is an exit provision. We have provided options as
17.	Breach of Rules
	You may choose to deal with this

18.	Miscellaneous matters
	A number of special points. We have identified each of these as
Signa	atures
It is no	ot strictly necessary to sign this document, but
The S	Schedule
It is no	ot necessary to schedule your membership ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■
•••	
	,

End of notes