

Model Constitution for Parent Teacher Associations in England and Wales

The Parentkind model constitution is for use by Parent Teacher Associations (PTAs) and other home-school groups that are members of Parentkind in England and Wales. A model constitution for Parentkind members in Northern Ireland is available at parentkind.org.uk or from the Parentkind Member Support Line 0300 123 5460. This document belongs to Parentkind (registered charity no 1072833) or any successor body.

The Parentkind model constitution must be adopted by the association before it can be used. Further guidance on this can be found at parentkind.org.uk.

The declaration on the last page of this document must be signed by the Chair of the meeting at which it is adopted and witnessed by a member of the association who is present at the meeting.

Charity registration

To register as a charity, adopt the Parentkind model constitution and register online with the Charity Commission at: www.gov.uk/setting-up-charity/register-your-charity.

All PTAs with an annual income of £5k or over must register as a charity with the Charity Commission for England and Wales: www.gov.uk/government/organisations/charity-commission.

Parentkind provides information on charity registration for its members including a step-by-step guide to the online application process: www.parentkind.org.uk/PTAs/Charity-Registration.

Notes

These guidance notes are here to help you complete the model constitution and explain certain points. Please read them first.

The Parentkind model constitution is suitable for use by all PTAs and other forms of home-school associations including friends associations. This includes start-up PTAs and others that aren't required to become a registered charity (only required for those with an income of £5k and more a year).

- A glossary of terms is contained under clause 14. All terms referenced in the glossary are highlighted in bold.
- Please complete clauses 11 to 13 on page 2 using BLOCK CAPITALS.
- All Parentkind members using the model constitution without change (apart from completing clauses 11 to 13) and submitting complete applications are eligible for fast track charity registration because the Parentkind model constitution is pre-approved by the Charity Commission for England and Wales.

- Any association wishing to vary the Parentkind model constitution will need to agree changes directly with the Charity Commission and will not be eligible for the fast track scheme. Independent legal advice may be required to amend this constitution.

- If your association uses another constitution for charity registration it may require independent legal advice to agree this with the Charity Commission for England and Wales.
- The Parentkind model constitution is the copyright of Parentkind and may only be used by Parentkind member associations.

- The charity created by this constitution is an **unincorporated association** and as such the **committee**, who are trustees of the charity, are personally liable for the acts and defaults of the charity. While it might be unusual, if a PTA is taking on loans, building works or other liabilities, employing staff or giving advice to the public, Parentkind recommends establishing the charity as a company limited by guarantee in order to obtain the protection of limited liability for the **committee**. Or alternatively they could establish themselves as a charitable incorporated organisation. Please refer to the Charity Commission's model governing documents: www.gov.uk/government/publications/setting-up-a-charity-model-governing-documents.