



St. Margaret's Parents' Association

St MARGARET'S PREP SCHOOL PARENTS' ASSOCIATION *Constitution*

- 1) The name of the Association shall be St MARGARET'S PREP SCHOOL PARENTS' ASSOCIATION.
- 2) The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:-
 - i) Develop more extended relationships between the staff, parents and others associated with the school.
 - ii) Engage in activities which support the school and advance the education of the pupils attending.
 - iii) Provide and assist in the provision of facilities for education at the school (not normally provided).
- 3) The Association shall be non-party political and non-sectarian.
- 4) The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
- 5) Membership shall consist of all parents and/guardians of pupils attending the school.
- 6) The management of the Association shall be vested in a Committee consisting of the following Officers;- Chair, Vice-Chair, Treasurer, Secretary together with no more than nine other members.
- 7) The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
- 8) Seven members of the Committee shall constitute a quorum.
- 9) The Committee shall have the power to (1) co-opt any member of the Association for a specific task. (2) Organise and run functions on behalf of the Association in accordance with these Articles.
- 10) The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that so such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
- 11) Committee meetings shall be held at least once each term.

- 12) Nomination shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to the commencement of the Annual General Meeting.
- 13) The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
- 14) Special General Meetings may be called by a unanimous vote of the Committee, or at the written request of a minimum of two thirds of members of the Association.
- 15) Fourteen days notice shall be given of any special General Meeting to all members of the Association.
- 16) The Treasurer shall be responsible for keeping account of all Income and Expenditures, shall present a financial report at all Committee meetings, and shall present the accounts duly examined for approval by the members at the Annual General Meeting.
- 17) Bank Accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of the Treasurer, and one of Chairman or Secretary.
- 18) The financial year shall commence on 1 September.
- 19) A Committee Member (who shall, when elected, be a parent or guardian of a child attending St Margaret's Prep) may serve for a two-year term upon the expiry of which he or she will be eligible to serve for a further two-year term if re-elected. A Committee Member who has served two consecutive terms (regardless of length) may not commence a third term of office until a period of at least one year has elapsed since the expiry of the second of the consecutive terms. If a Committee Member ceases to be a parent or guardian of a child attending St Margaret's Prep, then forthwith he or she shall be deemed to have resigned, unless a majority of the Committee (excluding the Committee Member concerned) agrees that he or she may continue in office for one further year.
- 20) All members of the committee are entitled to vote and in the event of a tie, the Chairman has the casting vote.
- 21) The Association may invite staff representatives or the Head to attend meetings as required.
- 22) The Association may (1) decide how funds should be raised and allocated, subject to the agreement of the Headmaster and (2) invest money short or long-term.
- 23) Any functions run on school premises shall first have the approval of the Headmaster
- 24) No alteration to this constitution may be made except at the Annual General Meeting or a Special Meeting called for this purpose. Alterations to the constitution shall receive the

assent of two-thirds of the members present and voting at an Annual General Meeting or Special General Meeting.

- 25)** The Association may be dissolved by a resolution presented the Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among members of the Association but will be given to the school for the benefit of the children of the school, or in the event of a school closure to the school to which the majority of children of the closing school will go, in any manner which is exclusively charitable in law. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.
- 26)** Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.