

SHRUBBERIES SCHOOL PARENT/TEACHER ASSOCIATION
CONSTITUTION

1. NAME:

The name of the Association shall be Shrubberies School Parent/Teacher Association, (hereinafter called 'The Association').

2. OBJECTS:

To promote and develop the bond between school and home and to function educationally in the widest sense by providing or assisting in the provision of facilities for education at the School (not normally provided by the local Education Authority) and is ancillary thereto and in furtherance of this object the Association may:-

1. Foster more extended relationships between the staff, parents, and others associated with the School, and

2. Engage in activities, which support the School and advance the education of the pupils attending it.

3. MEMBERSHIP:

Membership of the Association shall be open to all parents, staff and friends. On request, all members shall be supplied with a copy of the Constitution.

4. OFFICERS:

The Officers of the Association shall consist of: Chairman, Vice Chairman, Treasurer, Secretary, and such other holders of office as the Association direct. They shall be elected at the Annual General Meeting and be eligible for re-election. If an Officer of the Associates ceases to hold office, the Executive Committee of the Association shall have power to elect a successor to hold office until the next Annual General Meeting. They may serve as ex-officio members on all committees of the Association.

5. EXECUTIVE COMMITTEE:

(a) Constitution:

The Executive Committee shall consist of:

(i) Officers of the Association

(ii) School staff

(iii) Members of the Association elected at the Annual General Meeting

(iv) Members co-opted by the Committee as required

(v) Election shall be by show of hands or, if requested by one or more members present, by secret ballot.

(b) Powers and Functions:

The Executive Committee shall be the governing body of the Association, shall control the management and direction of the affairs of the Association.

The Executive Committee shall meet regularly throughout the year and Minutes of the proceedings thereof shall be taken by the secretary. At least seven days notice of each meeting shall be given. In the event of an emergency the Chairman may authorise the summoning of a meeting at shorter notice than seven days.

The Executive Committee shall have the power to appoint sub-committees as it may think desirable, such sub-committees to have the power to co-opt at the discretion of the Executive Committee. A Quorum of the Executive Committee shall in no instance be less than six persons. Any member of the Association shall be entitled to submit nomination for the Executive Committee. A standing Committee consisting of the Officers of the Association shall be given power of action in a time of emergency but the next Executive Committee meeting shall endorse their action.

6. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held in October of each year. At least fourteen Days notice of the meeting shall be given.

Purpose of Annual General Meeting:

- (a) To receive and adopt the audited accounts of the Association for the financial year ended 30th September.
- (b) To receive and adopt the report of the chairman on behalf of the Executive Committee on the work of the Association for the year ended 30th September, And reports of any sub-committees as required.
- (c) To elect members of the Executive Committee in accordance with rule 5.
- (d) To appoint an independent Auditor.
- (e) To transact such other business as may be brought before the meeting.

All members of the Association shall be entitled to attend and vote at the meeting.

The quorum for the Annual General Meeting shall be not less than twelve members of the Association.

7. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting of the Association may be summoned at any time either by the Chairman of the Association or by not less than twenty members or one fifth of the Association membership, whichever the lesser number, acting together who shall send a written request to the Hon. Secretary of the Association to convene such a meeting.

The request shall be laid before the Chairman of the Association who shall authorise the convening of an Extraordinary General Meeting within twenty eight days of the receipt of such request. The business of the meeting shall be set out in the notice convening the meeting. At least fourteen days notice shall be given of such meeting.

8. ACCOUNTS

- (a) Proper books shall be kept by the Hon. Treasurer, showing:-
 - i. All monies received and expended by the Association.
 - ii. All assets and liabilities of the Association.
 - iii. All purchases made on behalf of the Association.
- (b) A copy of the audited accounts shall be submitted at the Annual General Meeting and a statement of accounts audited by an independent qualified auditor shall be laid before the Annual General Meeting.
- (c) The Hon. Treasurer shall give a financial report at each Executive Committee Meeting and shall submit a statement of accounts if the Chairman requests it.

9. INCOME AND FINANCE

- (a) The funds raised by the Association shall be used for the objects defined in clause 2 of this Constitution.
- (b) The application of funds raised, including any income therefrom, shall be at the discretion of the Executive Committee who shall at the end of the financial year direct the Hon. Treasurer or such other person or persons duly authorised to issue a report concerning the same.
- (c) No payment shall be made by way of profit to any officer or member of the Association except by way of reasonable and proper out-of-pocket expenses.
- (d) Any assets purchased shall be vested in the Executive Committee appointed by the Association at the Annual General Meeting.
- (e) If it is resolved at an Extraordinary General Meeting that the Association shall be dissolved, in the event of such dissolution Trustees shall be appointed to transfer the net assets to a charitable organisation working with and for Mentally Handicapped Children.

10. INTERPRETATION OF RULES

In the event of any ambiguity or difference of opinion concerning the purpose or Intention of the Constitution, its interpretation shall be a matter for the Executive Committee.

11. ALTERATION TO CONSTITUTION

No alteration or amendment may be made to this Constitution without the consent of A majority of not less than three-quarters of the membership of the Association present And voting at a General Meeting of the Association.

Notice of such proposed amendments must be given not less than twenty-one days before the date of the General Meeting convened for the purpose. No amendment or alteration may be made which will have the effect of changing the charitable status of the Association.

SEPTEMBER 1973