

St. Mary's College Parents Association

CONSTITUTION

1. Name

The Association shall be called St Mary's College Parents Association (herein after called 'the Association')

2. Membership

The membership of the Association shall comprise all the parents or legal guardians of pupils attending the school and members of the school staff. Former pupils, parents of former pupils and friends of the school who accept the objectives of the association may also become members. It is hereby acknowledged that Membership of the Association shall impose no compulsory duties or liabilities on the Members. Neither shall there be any membership fee or other subscription payable by Members.

3. Objects of the association

The objects of the association shall be:-

(a) To encourage, promote and foster active cooperation between the parents and legal guardians of pupils at the school, the staff and all others associated with the school.

(b) To protect and further the interests of the school, its staff and pupils, and to engage in activities affecting the association and welfare of all pupils attending the school.

4. Finance

(a) The Association shall have the authority to pursue fundraising activities for the benefit of the school provided that such activities are compatible with the objects of the association

(b) Any funds held by the association shall be administered by the Officers and Committee of the Association.

5. Management

(a) Management of the Association shall be vested in the Officers and Committee which shall be elected at the Annual General Meeting of the Association.

(b) The structure of the Committee shall be:-

The President (who at all times will be the Headmaster of the School)

Vice President (who at all times will be the Headmaster of the Mount)

Chair

Vice Chair

Honorary Secretary

Honorary Treasurer

A member of the staff of the Senior School

A member of the staff of the Preparatory School

12 members

(c) The Chair shall hold office for a maximum period of two consecutive years

(d) The members of the Committee shall serve for a period of three years, one third retiring at the end of each year, but all shall be eligible for re-election.

(e) Six members of the Committee shall constitute a quorum

(f) The Committee shall have the authority to appoint sub-committees and to co-opt other persons for particular purposes. The Officers of the Committee shall be ex-officio members of all the committees.

(g) The Chair shall have the authority of the casting vote.

(h) The Committee shall meet on at least four occasions each year.

(i) A simple majority of members of the Committee may call a Committee Meeting by giving notice of ten days to the Honorary Secretary of their intention. The Secretary shall, in such circumstances, notify all members of the Committee stating the specific purposes of the meeting.

(j) All funds held and managed by the Committee shall be deposited in the name of the Association and in a bank nominated by the Committee. The Honorary Treasurer or Secretary shall be authorised to hold petty cash of up to £50

6. General

(a) The Annual General Meeting of the Association is to be held at the School during the Summer Term and in a period of notice of not less than fourteen days is to be given of the meeting.

(b) An audited balance sheet as at 30th June each year is to be presented at the Annual General Meeting

(c) No member may involve the Committee in any financial commitment without the prior agreement of the Committee for sums exceeding £50

- (d) All cheques must be signed by two members out of three of the Committee, one of whom must be the Treasurer.
- (e) Casual vacancies on the Committee may be filled by co-option, but any members co-opted shall serve only for the remainder of the term of office of the term of office of any such vacancy.
- (f) An Honorary Auditor shall be appointed annually at the AGM to audit the accounts and books of the Committee; the auditor shall not be a member of the Committee.
- (g) The Honorary Secretary shall prepare minutes of all Committee Meetings and circulate them to all members prior to the meeting.
- (h) Any matter not provided for in the Constitution or any point of interpretation shall be dealt with by the Committee. The Association shall not at any time be empowered to regulate the internal administration or management of the School.
- (i) Any alteration to the Constitution shall be made only at an Annual General Meeting or at an Extra-ordinary General Meeting. Any member of the Committee must attend a minimum of 2 per year.
- (j) An Extra-ordinary General Meeting may be called at any time by a member provided that the request for such a meeting is received in writing by the Honorary Secretary, stating the specific reason for the meeting. Such a request must have the support of not less than twenty five members. The Honorary Secretary must give notice of not less than seven days of an Extra-ordinary Meeting.