

LADY BAY PRIMARY SCHOOL - ASSOCIATION CONSTITUTION

1 NAME

The name of the Association shall be the Lady Bay School Association.

2 AIMS

The aims of the Association are **to advance the education** of the pupils of the School by providing and assisting in the provision of facilities for education at the School (not provided by the Local Education Authority) and as an ancillary thereto and in furtherance of this aim the Association may:

- a) foster more extended relationships between the staff, parents and others associated with the School, and
- b) engage in activities which support the School and advance the education of the pupils attending it.

3 The Association shall be Non-Political.

4 The Head Teacher shall have the ultimate decision on all educational matters.

5 MEMBERSHIP

Membership shall be open to parents or guardians of past, present and future pupils, past and present staff and friends of the School without payment of subscription.

6 MANAGEMENT

- a) The Head Teacher and delegated representative, shall have the right to attend all Committee Meetings.
- b) The management of the Association shall be vested in a Committee of a maximum of 12 members, all of whom shall be parents of present pupils, or School Staff. Two places on the Committee will be available for Staff. Not more than one member of a family may serve on the Committee at any one time. There shall be: a Chairman, Vice Chairman, Treasurer and a Secretary.
- c) The Committee may co-opt additional members for special purposes and appoint any sub-committee and prescribe the function of each sub-committee. All acts and proceedings of such sub-committees shall be reported back as soon as possible to the Committee. Casual vacancies on the committee may be filled by the Committee by co-option. Any person so co-opted shall serve only while the person in whose place he/she is co-opted would have served.

- d) The Annual General Meeting shall elect the members of the Committee. At the first Committee meeting after the A.G.M., the Committee shall elect its Officers from among its members. All Officers and Committee members shall serve for 1 year and may seek re-election. No committee member shall serve as Chairman for more than 2 consecutive years.
- e) A majority of the Committee shall constitute a quorum. Committee meetings shall be held at least once each term.

7 MEETINGS

- a) The Association shall hold an Annual General Meeting during the first 2 weeks of October, at which time the accounts of the Association shall take place. Not less than 21 days written notification of the A.G.M. shall be given.
- b) The Secretary shall convene an Extra-ordinary General Meeting if required by the Committee or after receiving a signed request for such a meeting from 10 members. Such a meeting shall be held within 30 days of the request. Agenda and motions submitted shall be made available to all the members.
- c) No alteration of the Constitution may be made except at the A.G.M., or at a special meeting called for this purpose. Notice of any such proposed alteration and/or additions must be with the Secretary at least 10 days before the meeting. No alterations or amendment shall be made to the AIMS clause or DISSOLUTION clause which would cause the Association to cease to be a charity at law.

8 FINANCE

- a) The Treasurer shall keep an account of all income and expenditure and shall submit accounts, duly audited, at the A.G.M.
- b) The Banking Account shall be in the name of the Association and withdrawals shall be made in the name of any 2 of the following:
Chairman, Treasurer, Secretary.

9 DISSOLUTION

Any assets remaining on dissolution of the Association after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the Association but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable at law.