

GLENGOWAN PARENTS' GROUP

CONSTITUTION

NAME

The name of the Association shall be Glengowan Parents' Group

MEMBERSHIP

Member of the Association shall be open to:-

Parents and guardians of pupils in attendance at Glengowan Primary.

Parents' eligibility shall cease at the end of the session during which their last child leaves school.

Serving members of the teaching and non-teaching staff at Glengowan Primary.

AIMS

- a. To raise funds to support school activities.
- b. To organise social events for parents, pupils and staff to develop effective relationships within the school community.
- c. To identify and represent parents and guardians of pupils in attendance at Glengowan Primary on the education provided by the school and other matters affecting the education and welfare of the pupils.
- d. To promote partnership between the school, its pupils and all parents/guardians.

COMMITTEE

- a. The business of the Association shall be managed by a committee consisting of the Office Bearers (Chairperson, Secretary and Treasurer) and at least 2 other parent members. At least 2 members of the teaching staff will also be members of the committee (including the Head Teacher).
- b. The Committee shall have the power to appoint committee members when the need arises during their current year of office as well as the power to appoint sub-committees who may in turn co-opt members if necessary.
- c. All members of the committee shall retire annually but be eligible for re-election immediately.
- d. The Office Bearers shall be appointed annually, by the Committee at the AGM.

GENERAL MEETING

- a. The Committee shall meet as frequently as may be found necessary, but not less often than once every 2 months during the school session, and at any time on request of the Chairperson.
- b. Seven days notice must be given before a Committee meeting.
- c. The meeting will be declared a quorum if 50% of committee members are in attendance.
- d. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having casting vote in the event of a tie.

Copies of the minutes of all meeting will be available to all parents and the general public via the school website.

AGM

The Annual General Meeting of the Association shall be held in the month of September each year to receive the reports of the retiring Committee, to elect a new Committee, to elect the auditor and to deal with any other competent business.

At the AGM the committee will:

- a. Receive the accounts of the Association for the previous financial year.
- b. Receive the report of the Committee on the Associations' activities since the previous AGM.
- c. Elect the Committee.
- d. Appoint an independent examiner or auditor for the Association.
- e. One member seconded by another may make nominations for election as an Officer Committee member or as Ordinary Committee member. Such nominations should be made in writing to the Chair before the meeting until the election process has been completed.

At the AGM each office bearer shall give reports and any other competent business will be discussed.

All Officers and Committee members shall be eligible for re-election.

RECORDS AND ACCOUNTS

- a. The funds of the Association shall be lodged in a bank in the name of the Association.
- b. Money may be drawn from the account in the signature of any two office bearers.
- c. Such funds as referred to above shall not be regarded in any way as part of school funds but in the event of the winding up of the Association all balances in hand should automatically be transferred for the benefit of the school.
- d. The accounts of the Association shall be closed in August annually and shall be audited and presented to the AGM.
- e. The secretary shall make a brief record (minutes) of the discussion and decisions taken at each committee meeting and at the AGM. Minutes shall be available for inspection by any member of the Group on request.
- f. The auditor shall not be a member of the committee and shall be a competent person appointed for the ensuing year at the AGM.

AMENDMENTS

The Constitution may be amended at an annual general meeting by two-thirds majority of the votes cast, but:

The members must be given 21 clear days' notice of the proposed amendments.

No amendment is valid if it would make a fundamental change to the aims of the Association.

NOTICES

Notices under this constitution may be sent by hand, by post, by suitable electronic means or in any newsletter distributed by the Association. Notification by hand to parents, guardians and carers via their children may be with or without other communications' from the school.

DISSOLUTION

The Association may be dissolved by a resolution presented at an AGM 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.

The net assets shall not be distributed among the members of the Association but will be given to the School for the benefit of the pupils of the School, or in the event of the School closing, to such other neighbouring school or schools as decided by the committee. If effect cannot be given to this provision then the assets can be given to some other charitable purpose.