

Constitution and Procedural Rules

(as amended and passed at the AGM 1980, 1981, 1989, 1991, 2001, 2003 and 2006)

TITLE

The association is to be called the *Alexandra College Association of Parents and Teachers*

AIMS

1. To promote and develop the aims of Alexandra College.
2. To promote and develop communication and dialogue between parents, teachers and Board of Management.
3. To provide representation on committees and a channel of communication with the Board of Management.
4. To support the Principal, Deputy Principal and teaching staff in the provision of a high standard of educational, intellectual and social development for the pupils of the college.
5. To support the Board of Management in the provision of educational facilities of a high standard.
6. To promote student welfare.

MEMBERSHIP

All parents and guardians shall be members of the association upon payment of the annual subscription. All members of the College teaching staff shall automatically be members. No member shall serve for more than three consecutive years.

SUBSCRIPTIONS

An annual subscription shall be paid by all members before the Annual General Meeting. The amount of the subscription shall be determined from time to time by the Committee. All subscriptions shall be payable on or before the 1st September each year.

COMMITTEE

The Committee shall consist of the Principal, ex-officio; four members of the teaching staff and nine parents. All parent / guardian Committee members shall be elected at the Annual General Meeting.

The Committee shall have powers to:

- (a) co-opt members up to a maximum of five for the remainder of the current term of the Committee.
- (b) appoint sub-committees as necessary.

CHAIRPERSON
SECRETARY
TREASURER
NOMINATIONS

The Officers and Committee members shall elect their Chairperson, Secretary and Treasurer each year subsequent to the Annual General Meeting. Preferably the Chair shall alternate between a member of teaching staff and a parent.

Should the positions of Hon. Secretary and Hon. Treasurer become vacant during the year the Committee may co-opt any member of the Association to fill the vacancy until the next Annual General Meeting.

FORM
REPRESENTATIVES

At and immediately after the Annual General Meeting volunteers will be sought from among the parents of students in each form group to act as Form Representatives. The function of the Form Representatives will be

- (a) to facilitate communication between parents within their daughter's form group;
- (b) to help in organising social events for the parents of the daughter's year group;
- (c) to liaise with the Committee where appropriate to promote the aims of the Association.

The Form Representatives should meet within a month of the Annual General Meeting to elect a delegate who will have the right to attend Committee meetings and will act as a channel of communication between the Committee and the Form Representatives.

MEETINGS

Annual General Meeting

This shall be held each year not later than the 10th October. The Hon. Secretary and Hon. Treasurer shall present their reports at this meeting. Motions for discussion shall be sent to the Hon. Secretary not later than 15 days after commencement of the Christmas term. The Quorum at such meeting shall be 20 members who are entitled to vote.

Special General Meetings

These may be summoned by the Committee, or upon the written request of not less than ten members, to the Chairperson or Hon. Secretary, stating the object of the proposed meeting, which shall be called within six weeks (July and August excluded) of the date upon which the request has been so received.

The Quorum at such Special General Meetings shall be 20 members who are entitled to vote.

Other Meetings.

The Committee shall have to power to arrange other meetings of the Association in furthering its aims.

Chairperson at Meetings

The Chairperson shall occupy the Chair at all meetings of the Association but if unable to be present, the Committee shall elect a Chairperson for the particular meeting.

Notice regarding Meetings

Ten days notice shall be sent to each member during the school year.

VOTING**Only members may vote.**

Every matter regarding a vote, other than for the alteration of the Constitution or dissolution of the Association, shall be decided upon by a majority vote on a show of hands or by poll. In the event of an equality of votes the Chairperson may exercise a casting vote.

**AMENDMENT OF
CONSTITUTION**

The Constitution shall not be amended except by a resolution carried by a three-fourths majority at an Annual General Meeting or Special General Meeting.

DISSOLUTION

The Association shall not be dissolved except at a Special General Meeting convened for the purpose, and by a resolution carried by a four-fifths majority of the votes recorded. Any surplus funds which may be in hand at the time of the dissolution shall be handed over to the Board of Management of the College.