

Constitution & Procedural Rules

2013 version, amended and approved at ACA AGM September, 2013

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 the Board of Management
 3. To provide representation on committees and a channel of communication with the Board of Management
 4. To support the Principal, the 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 support 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 two consecutive years.

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

Committee: The committee shall consist of the Principal, ex-officio; four members of teaching staff and twelve parents.

All parent/guardian committee members shall be elected at the ACA AGM. There will be two parent representatives elected from each school year on an annual basis. Nominations, before or at the meeting, must carry the consent of the nominee and the signature of the two proposers and the nominee, all of whom must be parents. The nominee does not have to be present at the ACA AGM in order to be elected. Voting shall be by secret ballot. ACA members present at the AGM may vote for one person per year and those ranked first and second shall be elected. Committee members shall not serve more than two consecutive years. Committee members must submit their name for re-election at the end of their first year. Following the completion of their term of office (2 years), one full year must elapse before they may put their name forward again.

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 and Treasurer Nominations: The officers and committee members shall elect their chairperson, secretary and treasurer each year subsequent to the ACA AGM. Preferably, the chair shall alternate between a member of the 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 ACA AGM.

Form Representatives: At, and immediately after the ACA AGM, volunteers will be sought from among the parents of students in each form group to act as form representatives. The function of the form representative will be to:

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

The form representatives should meet within a month of the ACA AGM 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 of October. The Hon. Secretary and the 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 the commencement of the Christmas term. The quorum at such a 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 was received.

The quorum at such a meeting 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 the 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 that 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 poll. In the event of an equality of votes, the chairperson may exercise a casting vote.

Amendment of the Constitution: The constitution shall not be amended except by a resolution carried by a three fourths majority at an AGM or at a 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 in hand at the time of the dissolution shall be handed over to the Board of Management of the College.