

Dollar Academy Parents' Association

CURRENT CONSTITUTION

October 2007

1 ORIGIN, NAME AND CHARACTER

The Dollar Academy Parents' Association was founded on the 30 August 1960 at a meeting in Dollar of parents of Dollar Academy pupils. It is an association of parents of present pupils of Dollar Academy.

2 AIM AND OBJECTIVE

The Association exists to represent and act for the parents collectively and to provide a forum for the exchange of ideas between the school and the parent body. It specifically does not take up individual parents' cases or grievances unless they are deemed to affect the interest of parents collectively. It specifically does not intervene between parent or pupil on the one hand and Rector and teacher on the other. The association seeks to provide opportunities for parents and the Academy to meet in a social environment.

3 MEMBERSHIP

Any parent or guardian whose child is a pupil of Dollar Academy is deemed to be a member.

4 FUNDS

There is not a membership subscription at present, but one may be instituted by vote at an Annual General Meeting or a Special General Meeting.

Funds may be raised by special appeals and through other fund raising activities at the discretion of the committee.

Funds are in the keeping of the Treasurer who must account to every regular committee meeting and to the Annual General Meeting. The accounts must be audited annually, with the Auditor reporting to the Annual General Meeting.

Funds other than petty cash must be kept in a bank account from which withdrawals may be made on two of the three signatories which will normally be the Chairperson, Secretary and Treasurer.

Donations are accepted on the understanding that they will be applied to such legitimate purposes as the committee may decide after consultation with the donor.

5 ANNUAL GENERAL MEETING

The Annual General Meeting will be held in Dollar on a date selected by the committee between 30 August and 31 December. One calendar month's notice of the date, time and place of the Annual General Meeting must be given by advertisement to members.

6 SPECIAL GENERAL MEETING

Special General Meetings for fixed and limited agenda may be convened by the committee for a specific purpose also stated. One week's notice must be given by advertisement to members.

7 COMMITTEE

The committee shall be 12 Association members as defined in 3 above and shall comprise the Chairperson, Secretary, Treasurer, Governor elected by the Parents' Association (office bearers) and up to 8 ordinary members.

i The committee shall conduct the business of the Association during the session (academic year) between Annual General Meetings.

ii The office bearers shall be elected by the committee but all other vacancies on committee shall be filled by election at the Annual General Meeting. Nominations for

ordinary membership of the committee must be submitted to the AGM and must be proposed and seconded by Association members.

- iii All Association members are eligible for nomination and election as ordinary members of the committee. Once elected, ordinary membership will continue for a maximum period of 3 sessions. Having served as an ordinary member for a minimum of 1 session, committee members may be elected to serve as office bearers for a new period of 3 sessions.
 - iv Members of the Association may offer themselves for re-election to the committee as an ordinary member or as an office bearer. Membership of the committee in any capacity shall cease following the loss of Association membership under Section 3 above.
 - v Vacancies on the committee occurring during one session may be filled by co-option of Association members but to continue as a committee member the co-optee must be duly elected at the next AGM.
 - vi Committee members who do not attend at least two thirds of all committee meetings in a session without a reason acceptable to the committee will be deemed to have retired at the next AGM.
 - vii The eligibility of a person to serve as the Governor elected by the Parents' Association shall be a minimum of one year as a present, or previous committee member, and shall be elected by the committee to serve for a period of up to 5 years.
- 8 **ANNUAL GENERAL MEETING BUSINESS**
Items for the agenda may be submitted by the members to the Secretary before the AGM. Other matters can be raised at the end of the meeting.

Voting at the AGM and at any Special General Meeting is by a show of hands, unless a ballot is requested. Any two members may request a ballot. The Secretary and Treasurer act as scrutineers unless the AGM decides otherwise for the occasion.

No decision may be reversed for one year unless the meeting decides by a three-quarters majority at a General Meeting to reverse it.

- 9 **REFERENDUM**
The Annual General Meeting or the committee may submit any major issue of policy to the whole membership by referendum. Papers are circulated by the Secretary and returns scrutinized by him/her and the Treasurer.

- 10 **WINDING UP**
The Association may be dissolved only by referendum of the whole membership; three-quarters of the membership must vote in favour. Any residual funds will be donated to an appropriate school account at the discretion of the committee.

- 11 **AMENDMENT:**
Annual General Meeting 1996
Any question not settled by the Constitution is to be settled by the Committee, subject to endorsement by the Annual General Meeting. This Constitution may be amended by a three-quarters vote at the Annual General Meeting on a motion, of which due notice has been given in writing.

Annual General Meeting 2000
Section 7, iv.

29 November 2006 – copied into Word document and proof read.

11 September 2007 – full constitution review in preparation of the 2007 AGM.

30 October 2007 - AGM