

**ARANMORE CATHOLIC PRIMARY SCHOOL**  
**Parents and Friends Association**

**CONSTITUTION**

**1. NAME**

The Name of the Association shall be “Aranmore Catholic Primary School Parents’ and Friends’ Association (Inc), referred to in this Constitution as “The Association”.

**2. OBJECT**

The object of the Association is to fulfil the aims of the Association in a Spirit of Christian co-operation and an active relationship with Christ and the Church.

**3. AIMS**

- a) To act as a liaison between the wider school community and the Principal of the school
- b) To further the growth and development of parental involvement through a range of social, school and community activities.
- c) To organise guest speakers for the Association on current and suggested educational programs, faith development and other matters of interest.
- d) To raise funds for the further development of the educational, social and spiritual growth of the children of the school.
- e) To generally promote and further the interests of the school and its children.
- f) To ensure that the aims of the Association do not encroach upon matters related to the internal operation of the school.

**4. MEMBERSHIP**

- a) The Principal and all members of the teaching staff of Aranmore Primary School shall be ex-officio members.
- b) Membership is compulsory for the parents or guardians of students attending the school.
- c) Any person interested in the objects of the Association may be admitted as a member.

**5. SUBSCRIPTIONS**

A levy shall be exercised on each family. The amount will be fixed each year by the Principal and retiring committee and ratified at the next Annual General Meeting. This levy may be waived at the discretion of the Principal in particular cases.

## **6. MEETINGS**

- a) An Annual General Meeting of the Association shall be held as close as is practicable to the beginning of the school year.
  - i. to receive and consider the Annual Reports of the committee; President's Report, Treasurer's Report and audited Financial Statement.
  - ii. to elect the Committee for the ensuing year;
  - iii. to deal with any other matter or matters brought before the meeting.
- b) Special Meetings of the Association may be convened by the President and Secretary or by the Committee, and shall be convened by them on a requisition in writing signed by ten members of the Association. At least one Special Meeting other than the Annual General Meeting will be called each year.
- c) At the Annual General Meeting or any Special Meeting, two office bearers, the Principal (or delegate) and 10 other members shall constitute a quorum.
- d) At each meeting of the Association the Committee shall make a report of its activities since the previous meeting of the Association.
- e) Seven days notice in writing will be given for all General Meetings of the Association.

## **7. VOTING**

Any ex-officio member or a financial member of the Association shall be eligible to;

- vote on any matter at the Annual General Meeting or any Special Meeting.
- attend any Committee Meeting and participate, but not vote.

## **8. MANAGEMENT**

The Association shall be governed by a Committee comprising an Executive of President, Vice President, Secretary, Treasurer and at least 10 other members, each of whom shall be elected at the Annual General Meeting. The Principal shall be an ex-officio member of the Committee.

## **9. ELECTIONS**

Any ex-officio member or financial member of the Association who is present at the Annual General Meeting, or has consented in writing to be elected, shall be eligible for election to the Committee. To be elected to an executive position on the committee the person must have been an active member on the Committee for more than twelve (12) months in the previous three (3) years. The persons holding the position of President, Vice President, Treasurer or Secretary shall not hold office continuously in that position for longer than four (4) years.

## **10. VACATION OF OFFICE**

- a) The term of office of the Committee Members will be two (2) years. One half of the Committee will vacate office at the Annual General Meeting each year. Elections will take place to fill the vacated positions and the elected officers will assume their positions at the conclusion of the Annual General Meeting.
- b) Following the approval of this Constitution the members asked to stand down at that Annual General Meeting will be decided by lottery at the last Committee Meeting held before the Annual General Meeting.
- c) A member of the Committee shall be deemed to have resigned therefrom if;
  - i. without submitting an acceptable apology he or she is absent from three consecutive meetings (whether of the Association or of the Committee or of a combination of both).
  - ii. in accordance with a decision of an absolute majority of the Committee, at a meeting to which they have been invited, he or she is required to resign from the Committee, and fails to do so within fourteen days of the date upon which notification of the decision of the Committee is forwarded to him/her stating the reasons for this action.

## **11. CASUAL VACANCIES**

Any vacancies in the Committee, whether by reason of the operation of Rule 11 or otherwise, may be filled by the appointment thereto by the Committee of any ex-officio member or member of the Association.

## **12. MEETINGS OF THE COMMITTEE**

The Committee shall meet at least once a month or otherwise as determined by the Committee, and 1 Office bearer, 1 Principal or delegate, and four other members thereof shall constitute a quorum. At least three days notice of the meeting will be given in the manner most convenient to the Committee.

## **13. POWERS OF THE COMMITTEE**

The Committee shall have Power generally to give effect to the objects of the Association and to the rules of the Constitution, and the Committee may, subject to any decision of the Association;

- a) formulate the Standing Orders of the Association to be applicable to such meetings as the Committee may determine;
- b) establish such Sub-Committee as it may determine, to give effect to the objects of the Association.
- c) provide for the election or appointment of members to any such Sub-Committee and for the conduct and operation thereof with the President being an ex-officio member of any such sub-committee formed.
- d) define the duties and powers of its Officers.

## **14. FINANCE**

The Committee shall operate accounts in the name of the Association in such Savings Bank or Financial Institution as may be determined. Cheques drawn up on the account shall be signed by the Treasurer and one other member of the Executive. The Financial Year for the Association shall be from the 1<sup>st</sup> January to the 31<sup>st</sup> December each year.

## **15. INSPECTION OF BOOKS AND DOCUMENTS**

The books and documents of the Association may be inspected by any financial or ex-officio member of the Association on such terms and conditions as may be established from time to time by the Committee.

## **16. AFFILIATION**

The Association may affiliate with other organisations having objects similar either wholly or in part to the objects of the Association.

## **17. AMENDMENT OF CONSTITUTION**

This Constitution may be amended or altered at any General Meeting of the Association, provided that notice of any proposed amendment or alteration shall have been given in writing to members, fourteen days prior to the meeting.

## **18. COMMON SEAL**

The Association shall have and use a common seal inscribed with the name of the Association which shall be held in the custody of the President and it shall be used or affixed to any document after authority has been given by the Committee. The affixation of the seal shall be witnessed by the President and any two members of the Committee. The Secretary shall keep a record of documents to which the seal is affixed.

## **19. NON PROFIT-MAKING**

The income and property of the Association shall be applied solely towards the promotion of the objects of the Association and no portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members, provided nothing shall prevent the payment in good faith of remuneration to any officer or employee of the Association or to any person other than a member, in return for services actually rendered to the Association.

## **20. AUDITOR**

An Honorary auditor to audit the Associations accounts shall be appointed at the Annual General Meeting, and shall not be a member of the Committee.

## **21. PRINCIPAL**

The following matters affecting this Constitution are subject to the agreement of the Principal:

- a) The acceptance of persons as members.
- b) The activities of the Association.
- c) Amendments to the Constitution.

## **22. DISSOLUTION**

The Association may at any time, with the consent of a majority of two thirds of members present at a General Meeting called for the purpose, be dissolved. Any funds or property then remaining after satisfaction of debts and liabilities shall in lieu of being distributed amongst Members of the Association be given or transferred to one or more association or institution having objects similar to those of the Association to be determined in the manner herein provided at or before the time of dissolution or in default thereof by any Judge or competent jurisdiction. It shall be the responsibility of the Committee to wind up the affairs of the Association following passage of a resolution to dissolve the Association.

## **23. INTERPRETATION OF CONSTITUTION**

In case of any question arising not provided for in the Constitution or as to the interpretation of the Constitution the majority decision of the Committee shall be taken and acted upon until ratified at the next General Meeting of the Association.

## **CONSTITUTION**

#1. THE NAME OF THE ASSOCIATION SHALL BE  
**ARANMORE CATHOLIC PRIMARY SCHOOL PARENTS AND FRIENDS ASSOCIATION  
(INC.)**. REFERRED TO IN THE CONSTITUTION AS "THE ASSOCIATION"

### **ALTERATION TO SECTION (9)**

**(EXISTING),**

#### **9. ELECTIONS**

Any ex-officio member or financial member of the Association who is present at the Annual General Meeting, or has consented in writing to be elected, shall be eligible for election to the Committee. The President, Vice President, Treasurer or Secretary shall not hold office continuously in that position for longer than four (4) years.

**(ALTERED TO),**

#### **9. ELECTIONS**

Any ex-officio member or financial member of the Association who is present at the Annual General Meeting, or has consented in writing to be elected, shall be eligible for election to the Committee. To be elected to an executive position on the Committee the person must have been an active member on the Committee for more than twelve (12) months in the previous three (3) years. The persons holding the position of the President, Vice President, Treasurer or Secretary shall not hold office continuously in that position for longer than four (4) years.

## **The Amendment approved at special general meeting 13/11/1996**

As Motion tabled at the meeting,

; That any person wanted to hold an executive position on the committee must first do 12 months as an active committee member.

As amended to,

; That any person wanting to hold an executive position on the committee must have been an active member for 12 months in the previous 3 years.

ARGUE FOR,

Understand how school works and the committee,

ARGUE AGAINST,

No

VOTE,

11 Attendees

FOR; 11                      AGAINST; nil "CARRIED"