

# THE DIOCESAN COLLEGE PREPARATORY SCHOOL PARENTS' ASSOCIATION

## CONSTITUTION

8 September 2001

### 1. **PRE-AMBLE AND GUIDING PRINCIPLES**

The Diocesan College Council is empowered by an Act of parliament to govern the Diocesan College as well as the Preparatory and Pre-Preparatory Schools. The Council is therefore the custodian of the school and is responsible for sustaining it. The Principal is appointed by the Council to run the school in terms of authority delegated by it for this purpose. The Council and Principal actively support and promote the role of parents in the education process. This partnership aims to improve the educational opportunities for all boys at the Preparatory and Pre-Preparatory Schools and should not be used to gain preference for any particular boy or groups of boys. The Preparatory and Pre-Preparatory Schools, therefore, encourage the existence of the Parents' Association, ratifies its constitution and its operation on the following guiding principles;

- 1.1 The deliberations of the Association should encourage a spirit of openness, trust and honesty, with the aim of building a united family of Parents, Staff and Boys. The work of the Preparatory and Pre-Preparatory Schools should focus primarily on nurturing the general well being of the boys in the Schools.
- 1.2 The management and the day-to-day running of the the Preparatory and Pre-Preparatory Schools are not the concern of the Association, nor individual concerns of boys and parents. These matters should be referred directly to the Headmaster, Deputy-Head, the Head of the Pre-preparatory School or the housemaster.
- 1.3 Open, constructive communication between all Preparatory and Pre-Preparatory Schools committees is encouraged, as is the clear definition of roles of each.

### 2. **NAME**

The Association shall be named **THE DIOCESAN COLLEGE PREPARATORY SCHOOL PARENTS' ASSOCIATION**. All references to the Preparatory School include the Pre-Preparatory School.

### 3. **MEMBERSHIP**

All parents of present pupils at Diocesan College Preparatory School will each automatically be members of the Association.

### 4. **AIMS AND OBJECTS**

- 4.1 To bring parents together and to promote communication and involvement with the school.

- 4.2 To promote equality, respect and understanding of all people in the school.
- 4.3 To support the Headmaster and the Council in upholding the values, vision, mission and public image of the school.
- 4.4 To promote a shared understanding of the vision and the challenges faced by the school.
- 4.5 To provide a forum for discussion of preparatory school issues.
- 4.6 To organise fundraising activities for the purpose of contribution towards the funding for facilities which would benefit the school.

## 5. MANAGEMENT

- 5.1 There shall be elected at the Annual General Meeting of the Association from the members, an Executive Committee of six (6) parents. These elected members shall at their first meeting appoint a Chair, a Treasurer, a Secretary and such other officers, as they shall deem necessary. Any member with a vested interest in any matter under discussion must declare that interest and recuse him/herself from the discussion of that matter.
- 5.2 They shall be empowered to co-opt two (2) further members to the Committee.
- 5.3 Council members or staff, who are parents, will not be eligible to be members of the Executive Committee.
- 5.4 The Principal, the Headmaster, the Deputy-Head and the Head of the Pre-Preparatory School shall be ex-officio members of the Executive Committee.
- 5.5 Committee members shall be elected for a period of one (1) year, after which they may be eligible for re-election.
- 5.6 Members as well as co-opted members may only serve on the committee for a maximum of three (3) consecutive years.
- 5.7 The Chair is invited as an ex-officio observer member of the Diocesan College Council.
- 5.8 The College Council will appoint a member of Council to be an invited observer member of the Executive Committee.
- 5.9 The Committee shall have the right to co-opt any willing member to the Executive Committee should a vacancy arise between Annual General Meetings or should the Committee need the skills of the particular person for a specific task.

- 5.10 The Committee may appoint sub-committees for special purposes provided that one of its members serves on each sub-committee.
- 5.11 There shall not be less than one Executive Committee meeting each term.
- 5.12 The quorum for any Executive Committee meeting shall be Four (4) members excluding the ex-officio members, and shall be presided over by the Chair or, in his/her absence, someone elected by the committee for the meeting. In the event of no quorum being present, any decisions taken shall have no force or effect until ratified by a meeting at which a quorum is present.

## **6. ANNUAL GENERAL MEETING**

- 6.1 The Annual General Meeting of the Association shall be held on an appropriate date preferably during the first term of the year, notice of which should be sent to each member at least fourteen (14) days before such a meeting.
- 6.2 Business at the Annual General Meeting shall be as follows:
  - 6.2.1 Annual Report of the Chair.
  - 6.2.2 Treasurer's report.
  - 6.2.3 Election of Committee members.
  - 6.2.4 Consideration of motions, notice of which must be received by the committee at least seven (7) days before the Annual General Meeting, save for motion to amend the constitution as per clause 8.1 below.
- 6.3 At the Annual General Meetings twenty members (20) shall form a quorum. Should no quorum be present, the Chair shall declare the meeting to be not duly constituted and the meeting shall be called to be held fourteen (14) days later, at the same time and place, unless the chair should decide otherwise. The same quorum requirements will apply.
- 6.4 Voting shall be by secret ballot and only one vote per member shall be counted simple majority shall pass motions, save for motions to amend the constitution as per 8.2 below.
- 6.5 Nomination forms for the purpose of election of Executive Committee members will be appended to the notice of the meeting. Nominations and acceptances are to be received by the secretary no later than 1 week before the meeting.

## **7. SPECIAL GENERAL MEETING**

- 7.1 A special General Meeting of members may at any time be called by the Committee and shall be called at such a time and place as the Committee may decide, or on the receipt of a written request to the Committee signed by at least twenty (20) members. Such written request shall state specifically the reason for such a meeting and the matters to be discussed.
- 7.2 No other business than that for which the special meeting is called shall be transacted.
- 7.3 At a Special General Meeting Twenty (20) members shall form a quorum. If no quorum is present, the matter shall fall away.
- 7.4 The Executive Committee shall be obliged to call such a meeting within 21 days of receipt of a written request. Notice of the meeting and matters to be discussed should be sent to each member at least fourteen (14) days before such a meeting.

## **8. CHANGE IN CONSTITUTION**

- 8.1 Notice of a motion for the change of the constitution must reach the Executive Committee at least twenty-one (21) days before the meeting at which it is to be discussed.
- 8.2 Such a motion may only be discussed at an Annual General Meeting or a special General Meeting. To be passed, such a motion must receive two thirds of the votes cast by the members present and thereafter by the College Council.
- 8.3 There shall be a quorum of at least twenty (20) members present for such a motion to be discussed.

## **9. FINANCE AND ACCOUNTING**

- 9.1 The Committee is empowered to operate a bank account whether current, savings or deposit.
- 9.2 Proper books of account must be maintained and the School's auditors will audit these annually.
- 9.3 A financial statement must be prepared and table at the Annual General Meeting.