

LATHALLAN ASSOCIATION CONSTITUTION - JUNE 2010

Objectives and Scope

The purpose of the Lathallan Association (the "Association") is to:

1. promote amongst parents, staff and pupils the broad welfare of Lathallan School (the "School").
2. Provide a mechanism for parental involvement in extra-curricular social activities.
3. Raise funds to provide extra-curricular items or services for the benefit of the pupils that the school would not otherwise normally fund.
4. Support the School Board, Headmaster and staff in furthering the reputation of Lathallan.
5. The Association has no role in School policy or administration. The Association role is restricted to social and fund raising activities.

Membership

The Association Membership is open to families of current pupils who have paid an annual subscription. The parents or guardian of the Lathallan pupil and his or her siblings are entitled to one Membership which constitutes a single Member for voting purposes.

Subscription

Each Member shall pay an annual subscription that will be proposed by the Committee and approved at the Annual General Meeting. The School Administrator on behalf of the Association Treasurer will collect subscriptions at the start of the academic year or when a new family joins during the year. The School Administrator will inform the Association Secretary of any parents not wishing to join the Association and not paying the Association subscription.

Management of the Association

1. Office Holders

The following Office Holders will manage the Association:

- a) Chairman
- b) Vice-Chairman
- c) Secretary
- d) Treasurer

2. Responsibility of Office Holders

- a) Chairman:
to ensure Association business is conducted in accordance with this Constitution,
to organise and conduct Committee and Annual General Meetings,
to set meeting agendas.

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- b) Vice-Chairman:
to deputise for the Chairman as required.
- c) Secretary:
to keep records of Association meetings and any correspondence,
to organise facilities for the Association to conduct its business.
- d) Treasurer:
to keep complete financial records for all Association transactions,
to manage the Association's bank account,
to prepare annual accounts.

More detailed roles and responsibilities for the Office Holders may be prepared and agreed by the Office Holders to enable the clear functioning of the Association.

3. Association Committee

The Association Committee will comprise the four Office Holders and up to five additional Committee Members.

The Committee's business will include, but not limited to, deciding what social events and fund raising activities to run, how to donate funds and subscription level. The Committee may appoint sub-committees or working groups or co-opt other Members for the effective running of Association business.

4. Election of Committee

Office Holders shall be elected at the Annual General Meeting. Each candidate shall be a Member and be proposed by one Member and seconded by a different Member and, if there is more than one candidate for a position, be selected by a show of hands, the residing Chairman having the deciding vote in the case of a tie. Office Holders will normally hold office for a two year term but may be re-elected for one additional year. If during the year an office position becomes vacant then the Committee (as defined in paragraph 3) may appoint a replacement, the appointment to be confirmed by vote at the next Association meeting.

Additional Committee Members may be elected at any time during the year. Each candidate must be a Member and shall be proposed by an existing Member and seconded by a different Member. They will normally serve for two years but may be re-elected for one further year.

If at any time between Annual General Meetings there are less than five Committee Members, then the remaining Committee Members may appoint additional Members up to the maximum, such interim appointments to be confirmed at the next Annual General Meeting.

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Committee Meetings

The Chairman will convene Committee meetings on a regular basis, at least once per term. Meetings will be chaired by the Chairman, the Vice-Chairman, or in exceptional circumstances by a Committee Member delegated by the Chairman. A Committee meeting quorum shall be five Committee Members. Committee decisions will be made by majority vote with the Chairman having a deciding vote in case of a tie.

The Committee will invite a Board Member and/or Headmaster or his delegate to attend Committee meetings for the purpose of coordinating Association and School business.

An Annual General Meeting (AGM) shall be held annually in the summer term with the intent of communicating the Association's results and plans to the Members. At a minimum the AGM will review the Association activities and progress in the prior year, approve the accounts for the year ending April 30th, elect Committee Members and Office Holders and endorse proposed plans for the coming year. An AGM quorum shall be 10% of the Members.

Association Funds

Funds may only be used for the objectives of the Association.

The Chairman, Vice-Chairman and Treasurer shall be signatories to the Association bank account. Each Association cheque will require the signature of two signatories.

On dissolution of the Association, if funds remain they will not be distributed among the Members, but will be given or transferred to such charitable organisation(s) as the Committee in its discretion decides.