

The High School of Dundee Parents Association

CONSTITUTION

1. Name

- (1) The Association shall be called The High School of Dundee Parents Association (hereinafter referred to as “the Association”).

2. Membership

- (1) Membership shall be open to all parents and guardians (hereinafter referred to as “parents”) of pupils attending The High School of Dundee (hereinafter called “the school”). Every parent or guardian of a pupil attending the School shall be entitled to become a Member of the Association.
- (2) Any subscription must be agreed by the Members of the Association at the Annual General Meeting and any such subscription shall be a family subscription.

3. Objects

- (1) The objects of the Association shall be:-
 - a. To provide a forum in which matters of importance to members as parents of the pupils attending the School may be discussed and to facilitate communication and liaison between the parents and the School.
 - b. To assist the School in whatever ways the parents, in consultation with the Rector, consider suitable.
 - c. To provide opportunities for all parents to meet socially.
 - d. To nominate a Member to serve on the Board of Directors of the School.

4. Office Bearers

- (1) The affairs of the Association shall be managed by a Committee of Management (hereinafter referred to as “the Committee”). The Committee shall consist of twelve members, who shall, where possible, be representative of a broad spectrum of age groups within the School and who shall be elected at the Annual General Meeting and to serve each for a period of three years.
- (2) The Committee shall appoint office bearers from its own number consisting of a Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer.
- (3) No office bearer shall hold office for a period of more than three consecutive years and his/her total service on the Committee shall not exceed six consecutive years.
- (4) Committee Members who are not office bearers shall not serve for a period of more than six consecutive years.
- (5) On demitting office Committee Members shall not be eligible to re-election to the Committee until a period of two years has elapsed.
- (6) The Committee shall have the power at any time to co-opt not more than three further members to the Committee and to fill casual vacancies arising during the year. Members of the Committee co-opted to fill a vacancy created by the resignation of an elected member shall serve the remainder of that Member’s term of office.

(7) Parents who are Directors (other than as a member of this Association) or are in the service of the Directors of the School shall not be eligible to become Members of the Committee.

5. Powers of the Committee

(1) The Powers of the Committee shall be:-

- a. To do all such things as are considered necessary to fulfil the objects of the Association.
- b. To deal with any matters referred to it by the Association or by the School.
- c. To establish such sub-committees as may be considered necessary.
- d. To open and operate Bank Accounts or Accounts with authorised depositories and generally to intromit with the funds of the Association.
- e. To invest the funds of the Association in accordance with the provisions of the Trustee Investments Act 1961.

6. General Organisation

(1) The Annual General Meeting of the Association shall be held in September of each year. Notice of the Annual General Meeting shall be given to members not less than fourteen days prior to the date of the meeting.

(2) The Chairman, whom failing the Vice- Chairman, shall on the request of the Committee or on a request signed by twenty five members of the Association convene a Special General Meeting of the Association. Such request shall specify the business for which the Special General Meeting is requested. The Chairman shall cause the meeting to be convened not later than twenty eight days after receipt of such request by sending to the members of the Association not later than fourteen days prior to the date fixed for such Special General Meeting a notice specifying the date, time and place of such a meeting and the business for which the meeting is being convened. No business other than that specified in such notice shall be dealt with at the Meeting

(3) Meetings of the Committee shall be convened on not less than seven days' notice.

(4) At Meetings of the Association, the Chairman, whom failing the Vice-Chairman, shall preside. In their absence a member of the Committee whom failing any other Member of the Association shall be appointed to preside. At all meetings of the Association and the Committee the Chairman shall have a casting as well as a deliberative vote.

(5) Quorums shall be as follows :-

At Annual General Meetings	15 members
At Special General Meetings	35 members
At Meetings of the Committee	7 members

(6) Each Member shall be entitled to one vote.

(7) Any change in the Constitution of the Association or resolution to dissolve the Association shall be made only at a Special General Meeting of the members of the Association provided:-

- a. Such change or dissolution has the prior approval of the Chairman of the Board of Directors of the School
- b. Full details of the proposed resolution required to effect such change or dissolution shall have been notified to the members of the Association in the notice calling the meeting, and

- c. Such a resolution shall be approved by not less than two thirds of the members present at such a Special General Meeting.
- (8) In the event of a dissolution of the Association, any funds belonging to the Association after payment of all outstanding liabilities shall be paid over to the School to provide Bursaries and Scholarships.
- 7. Auditor
 - (1) An Honorary Auditor shall be appointed annually at the Annual General Meeting. The Auditor shall have right of access at all reasonable times to the books and accounts and vouchers of the Association
- 8. Duties of the Honorary Treasurer and Honorary Secretary
 - (1) The whole property of the Association, heritable and moveable, shall be vested in the Committee for behoof of the Members of the Association for the time being. On any Members ceasing to be Members of the Association all their interest shall accrue and belong to the other Members of the Association for the time being.
 - (2) The Honorary Treasurer shall under instructions from the Committee receive all monies due to and raised by the Association and shall disburse all monies due by the Association. The Honorary Treasurer shall keep accounts of all intromissions and shall present a statement of these accounts in the form prescribed by the Committee, which statement shall be audited by the Auditor and presented to the Annual General Meeting of the Association. All monies collected by the Honorary Treasurer shall be paid into such Bank or authorised depositories as shall be selected by the Committee.
 - (3) The Honorary Secretary shall be responsible for all correspondences involving the Association, the convening of meetings, the preparation of minutes and generally for dealing with all such matters of a secretarial nature as may be required for the Association.
- 9. Nomination of Directors
 - (1) The Committee shall have power to nominate one Member of the Association as a Director of the School.
 - (2) The Committee shall notify the membership of the name of the Nominee Director at each General Meeting.
 - (3) The Nominee Director shall serve for a period of three years and shall be eligible for re-nomination for a second term of office of three years but shall retire at such time as he or she fails to qualify as a Member of the Association.
 - (4) The Nominee Director shall be entitled to attend all Parents Association Committee and sub-Committee meetings, ex officio.