****

**SULLIVAN UPPER PREPARATORY**

**PARENTS' ASSOCIATION**

**Constitution**

1. **The Association**

The name of the association shall be SULLIVAN UPPER PREPARATORY PARENTS' ASSOCIATION (SUPPA).

1. **OBJECTS**

2.1 The objective of the Association is to advance the education of pupils at the school by and assisting in the provision of facilities for education at the school not normally provided by the Department of Education for Northern Ireland and as ancillary thereto.

2.2 In furtherance of the above objects the Association may:

* 1. foster relationships between the staff, parents and others associated with the school;
	2. engage in activities which support the school and advance the education of the pupils attending it and
	3. provide opportunities for parents to be informed of matters of school policy;
	4. engage in charitable activities to further social responsibility with the pupils.

 2.3 The Association shall be non-political.

 2.4 The funds of the Association will be applied solely for the development of its stated objectives and no portions of the funds may be paid or otherwise distributed amongst the members of the Association. In the event of the dissolution of the Association any funds remaining shall be given or transferred to some other charitable body having objectives similar to those of the Association and which shall prohibit the distribution of its funds amongst its members.

1. **MEMBERSHIP**
	1. Membership to the Parents' Association is open to all parents and guardians of children at the school. An annual family subscription must be paid before the Annual General Meeting. The subscription for the following year will be proposed by the Committee and passed by the Annual General Meeting. A fully paid up member will have the right to vote at General Meetings and bring motions.

## **The Committee**

* 1. The management and control of the Association shall be vested in a Committee which shall consist of ten parents or guardians elected at the Annual General Meeting.
	2. Two members of the teaching staff of the school who shall be nominated annually by staff shall sit on the Committee to act as facilitators between the Committee and the school. These individuals shall not be considered Committee members and shall not be entitled to vote on decisions of the Committee, or have any control over the expenditure of the Committee.
	3. The Chairperson, Honorary Secretary and Honorary Treasurer, who shall be Honorary Officers of the Association, shall be members of the Association and shall be elected annually by and from the members of the Committee at their first meeting of the Annual General Meeting. The office of Chairperson shall not be held by any one person for more than 2 consecutive years but in any event such person is eligible for re-election as Chair after having stood down for at least 1 year. A co-chairperson may also be elected with the consent of the members.
	4. Meetings of the Committee shall be held at least once a term and at set times and places as the Committee shall direct.
	5. The Committee shall have the power to co-opt up to 3 additional members, to appoint any sub-committee and shall prescribe the function of any such subcommittee.
	6. Casual vacancies on the Committee may be filled by co-option until the next Annual General Meeting.
	7. Any matter not provided for in the Constitution shall be dealt with by the Committee, whose decision shall be deemed final.
1. **The Office Bearers**
	1. The Honorary Secretary shall conduct the correspondence of the Association and shall have custody of all documentation belonging to the Association. In the absence of the Chairperson, the Secretary will take the chair.
	2. The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts, independently examined at the Annual General Meeting. The banking account shall be in the name of the Association and withdrawals shall be made in the name of the Association on the signature of two out of three nominated Committee members.
	3. The independent examiner, who shall not be a member of the Committee, but who may be internal to the school e.g. the school bursar, shall be appointed annually at the Annual General Meeting to audit the accounts and books of the Association.
2. **The Annual General Meeting**
	1. The Annual General Meeting of the Association shall be held during the first term of each school year at such a place and time as the Committee shall determine. At the Annual General Meeting the chair shall be taken by the Chairperson or in his/her absence by the Secretary. Any motions for the Annual General Meeting must be submitted by a member in writing to the Secretary at least seven days before the meeting.
	2. At the Annual General Meeting the business shall include the following:

 a. the election of members to serve on the Committee;

b. the consideration of an Annual Report of the work done by or under the auspices of the Committee;

 c. the consideration of the annual accounts;

 d. the consideration of the annual accounts;he work done by or under the auspices of the Committee;sidering any matter which m. the transaction of such matters as may from time to time be considered necessary.

1. **SPECIAL GENERAL MEETING**
	1. The Committee may at any time at its discretion, and shall upon a requisition to the Secretary signed by not less than 7 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 9 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.
2. **RULES OF PROCEDURE AT ALL MEETINGS**

8.1 Voting

Subject to the provisions of Clause 9 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote, to be determined by a show of hands or by ballot at the discretion of the Chairperson. In case of equality of vote, the Chairperson shall have a second or casting vote.

8.2 Minutes

The Committee shall keep minutes’ books and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

8.3 Quorum

The quorum at General Meetings of the Association shall be 7 and at meetings of the Committee shall be 5.

1. **ALTERATION OF THE CONSTITUTION**

9.1 Any alterations to the Constitution shall receive the assent of not less than two-thirds of the members of the Association present and voting at the Annual General Meeting or a meeting specially called for that purpose provided that notice of any such alteration shall have been received by the Secretary in writing no less than 21 clear days before the meeting at which the alteration is to be brought forward.

9.2 At least 14 clear days’ notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Secretary to the members of the Association provided that no alteration shall be made which would cause the Association to cease to be a charity at law.

1. **DISSOLUTION**
	1. If the Committee of the Association by a simple majority decide at any time that it is necessary or advisable to dissolve the Association they shall call a meeting of all members of the Committee who have the power to vote of which meeting not less than 21 clear days’ notice (stating the terms of the Resolution to be proposed thereat) shall be given.
	2. If such a decision shall be confirmed by a simple majority of those present and voting at such a meeting the Committee shall have power to dispose of any assets held by or in the name of the Association.
	3. Any assets remaining after the satisfaction of any proper debts of liabilities shall be given or transferred to other such charitable institution having objectives similar to the objectives of the Association as the Committee may decide.

Charitable Status was achieved by SUPPA in February 2020.

This was then noted in the minutes of the Preparatory Committee of the Board of Governors in November 2020.