

### ***Constitution of the Lauriston School Association***

1. The name of the Association shall be Lauriston School Association.
2. The object of the Association is to advance the education of the pupils in the school. In furtherance of this object the Association may:
  - (a) Develop more extended relationships between the staff, parents and others associated with the school.
  - (b) Engage in activities which support the school and advance the education of the pupils attending it.
  - (c) Provide and assist in the provision of such facilities or items for education at the school (not provided from statutory funds) as the Committee in consultation with the governing body shall from time to time determine.
3. The Association shall be non-party political and non-sectarian.
4. The Association shall take out Public Liability and Personal Accident Insurance to cover its meetings, activities, Officers and Committee.
5. The Association may appoint a President.
6. Membership shall consist of all parents and/or guardians of pupils attending the school and all Teachers.
7. The management of the Committee shall be vested in a Committee consisting of the following Officers: Chairman, Vice Chairman, Social Secretary, Honorary Secretary, Honorary Treasurer together with five other members.
8. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the commencement of the next Annual General Meeting.
9. Five members of the Committee shall constitute a quorum.
10. The Committee shall have the power to co-opt a maximum of five members.
11. The Committee may appoint sub-committees, as it deems necessary, and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Association otherwise than in accordance with a budget agreed by the Committee.
12. Committee meetings shall be held at least once each term.

13. The Annual General Meeting will be held in the autumn term in each year. At the Annual General Meeting, the chair shall be taken by the Chairman or in his/her absence the Vice Chairman of the Committee.
14. Nominations shall be proposed and seconded by members and should have the consent of the nominee. Nominations may be made at any time prior to or at the Annual General Meeting.
15. The Committee may fill casual vacancies by co-option until the next Annual General Meeting.
16. Two Auditors who are not members of the Committee shall be elected annually at the Annual General Meeting to audit the accounts and books of the Association.
17. Special General Meetings may be called at the written request of a minimum of ten members.
18. Thirty days notice shall be given of any Special General Meeting to all members of the Association.
19. The Honorary Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present the accounts duly audited for approval by the members at the Annual General Meeting.
20. Bank accounts shall be operated in the name of the Association and withdrawals shall be made on the signature of any two of the Officers of the Association.
21. The financial year shall commence on the 1<sup>st</sup> September.
22. Any matter not provided for in the Constitution and concerning the organisation and activities of the Association shall be dealt with by the Committee whose decision shall be final.