

# **Dollar Academy Parents' Association**

## **CURRENT CONSTITUTION**

*April 2025*

### **1. ORIGIN, NAME AND CHARACTER**

The Dollar Academy Parents' Association was founded on 30th August 1960 at a meeting in Dollar of parents of Dollar Academy pupils. It is an association of parents of present pupils of Dollar Academy.

With reference to this constitution, the term "parent" also includes guardians.

### **2. AIM AND OBJECTIVE**

The Association exists to represent and act for the parents collectively and to provide a forum for the exchange of ideas between the school and the parent body. It specifically does not take up individual parents' cases or grievances unless they are deemed to affect the interest of parents collectively. It specifically does not intervene between parent or pupil on the one hand and Rector and teacher on the other. The association seeks to provide opportunities for parents and the Academy to meet in a social environment.

### **3. MEMBERSHIP**

Any parent whose child is a pupil of Dollar Academy is deemed to be a member.

### **4. FUNDS**

There is not a membership subscription at present, but one may be instituted by vote at an Annual General Meeting or a Special General Meeting. Funds may be raised by special appeals and through other fundraising activities at the discretion of the committee.

Funds are in the keeping of the Treasurer who must account to all committee meetings, including the Annual General Meeting. The accounts must be independently examined annually, with the Examiner's report to the Annual General Meeting.

Funds other than petty cash must be kept in a bank account from which withdrawals must be made on two of the authorised signatories. There must be a minimum of three signatories and the allocation of funds and projects should be agreed on at committee level,

Donations are accepted on the understanding that they will be applied to such legitimate purposes as the committee may decide or after consultation with the donor.

### **5. ANNUAL GENERAL MEETING**

The Annual General Meeting will be held in Dollar on a date selected by the committee in the third term of the school year. One calendar month's notice of the date, time and place of the Annual General Meeting must be given to members.

### **6. SPECIAL GENERAL MEETING**

Special General Meetings for fixed and limited agenda (up to and including amendment of this constitution) may be convened by the committee. One week's notice must be given to members.

### **7. COMMITTEE**

The committee shall comprise of up to 20 Association members as defined in 3 above and shall include, Chairperson, Vice-Chairperson, Secretary and Treasurer (Office Bearers), and up to 16 Elected Members. One of the 16 Elected Members should be reserved for the Chair of Pre-Loved. All committee members are elected by the Parents' Association.

- i. The committee shall conduct the business of the Association during the session (academic year) between Annual General Meetings.
- ii. Office Bearers are elected by the committee and can be appointed at an appropriate time throughout the session, however formal appointment should be confirmed at the next Annual General Meeting. Nominations for Office Bearers are proposed and seconded by Association Members.
- iii. Elected Members may be appointed by the committee throughout the session, however formal confirmation of the appointment should be confirmed at the next Annual General Meeting. Nominations for Elected Members are proposed and seconded by Association Members.

- iv. All members are eligible for nomination and appointed as Elected Members of the committee. Once appointed, elected membership will continue for a maximum period of 3 academic sessions. Having served as an Elected Member for a minimum of 1 session, members may be elected to serve as Office Bearers for a new period of 3 sessions.
- v. Appointed Members of the Association may offer themselves for re-election to the committee as an Elected Member or as an Office Bearer. Membership of the committee in any capacity shall cease following the loss of Association membership under Section 3 above.
- vi. Committee members who do not attend at least **two thirds** of all committee meetings in a session without a reason acceptable to the committee will be deemed to have retired at the next AGM.

### **8. ANNUAL GENERAL MEETING BUSINESS**

Items for the agenda may be submitted by the members to the Secretary before the AGM. Other matters can be raised at the end of the meeting.

Voting at the AGM and at any Special General Meeting is by a show of hands, unless a ballot is requested. Any two members may request a ballot. The Secretary and Treasurer act as scrutineers unless the AGM decides otherwise for the occasion.

No decision may be reversed for one year unless the meeting decides by a three-quarters majority at a General Meeting to reverse it.

Any question not settled by the Constitution is to be settled by the Committee, subject to endorsement by the Annual General Meeting. This Constitution may be amended by a three-quarters vote at the Annual General Meeting on a motion, of which due notice has been given in writing.

### **9. REFERENDUM**

The Annual General Meeting or the committee may submit any major issue of policy to the whole membership by referendum. Papers are circulated by the Secretary and returns scrutinized by him/her and the Treasurer.

### **10. WINDING UP**

The Association may be dissolved only by referendum of the whole membership; three-quarters of the membership must vote in favour. Any residual funds will be donated to an appropriate school account at the discretion of the committee.

## **Appendix ONE: Changes Log**

<b>28 April 2025</b>	Full separation of PRE-Loved from Constitution_DAPA Constitution
<b>28 April 2025</b>	Full constitution reviewed and amended in preparation for approval at AGM
<b>March 2020</b>	Special General Meeting
<b>30 October 2007</b>	AGM
<b>11 September 2007</b>	Full constitution review in preparation of the 2007 AGM
<b>29 November 2006</b>	Copied into Word document and proofread
<b>2000</b>	Annual General Meeting (Section 7, iv)  General updates to the constitution and incorporation of the DA Thrift Shop Terms of Reference.
<b>1996</b>	Annual General Meeting