

CONSTITUTION

OF



Tarbert Comprehensive School

PARENT'S ASSOCIATION

*Approved by the Board of Management on 21/1/14*

## **Preface**

The redrafting of the Parents Association Constitution is informed by the National Parent's Council Post Primary Guidelines for Parents' Councils, Department of Education Financial Guidelines and the original constitution of Tarbert Comprehensive School Parent's Association. The constitution of the Association is framed in accordance and compliance with the Education Act, 1998, Part VI section 26.

## **Article 1. Objectives**

The objectives of the association are

- i. To advance the well-being of the students of Tarbert Comprehensive School.
- ii. To foster good relations between parents, teachers, students and the school authorities.
- iii. To organise the election of parent's nominees to the Board of Management.

## **Article 2. Membership**

All parents or legal guardians of students attending the school are automatic members of the Association.

## **Article 3. Affiliations**

The Association is affiliated to the National Parents Council Post Primary and to PACCS.

## **Article 4. General Meetings**

- i. The Annual General Meeting will be held during October of each year. A report of this meeting, which will include the financial report, will be forwarded to the school Board of Management.
- ii. The Executive Committee will call Extraordinary General Meetings when the Executive Committee deems it necessary or when a written request to call an EGM is received by the Executive Committee, signed by at least fifty parents.
- iii. Notice of General Meetings will be given at least 7 days in advance.
- iv. General Meetings will be chaired by the Chairperson or Vice-Chairperson of the Association.

## **Article 5. The Executive Committee**

An Executive Committee will administer the affairs of the Association. The Committee will consist of at least twelve members who will be elected each year at the Annual General Meeting. The Parents' nominees to the school Board of Management will be *ex officio* members of the committee.

The new committee will meet not later than fourteen days after its AGM to elect its officers.

The Executive Committee will appoint from among its elected members the officers of the Association: Chairperson, Vice-Chairperson, Secretary, Treasurer and PRO.

Officers will not hold the same post for more than three consecutive years.

At the meeting to elect officers the school Principal or his/her delegate will conduct the election of the Chairperson. In the absence of the Principal or delegate the outgoing Secretary will conduct the election of the Chairperson.

The committee may invite the Principal or Deputy Principal or any member of the school Board of Management or school staff to any meeting of the Association. Such an invitation will be at the sole discretion of the committee. The committee will consider requests for permission to attend from any of the above

The Executive Committee will meet each month from September to June and on such other occasions as it is deemed necessary by the Executive Committee. The quorum for such meetings will be 50% of the Executive Committee. Members will be advised of meetings on the week of the planned meeting.

Minutes of all meetings will be kept by the Secretary who will present the minutes to the committee for approval at the subsequent committee meeting.

Committee members who do not attend for 3 consecutive meetings will be deemed to have left the committee and may be replaced by co-option. This does not apply to committee members who are absent through prolonged illness.

The Executive Committee will have the power to appoint sub-committees to assist it from time-to-time. Sub-committees may consist of members or non-members of the Association and will report to the Executive.

The Executive Committee may invite to General meetings or to committee meetings such persons as the Committee decides.

## **Article 6. Election of Parent's Representatives to the Board of Management**

In accordance with the rules governing nomination of the parents' representatives to the School Board of Management, the association shall conduct an election to nominate the parents' representatives. The method of this election will be decided in consultation with the outgoing Board of Management.

## **Article 7. Finance**

There will be a permanent finance sub-committee chaired by the Treasurer, which will include the Chairperson and two other committee members.

All expenditure will be by cheque. Cheques will be signed by the Treasurer and the School Principal.

All fundraising, including the method and purpose must be approved in advance by the Board of Management once it is compatible with Board of Management priorities.

When fundraising takes place, the proceeds may be lodged in the Association's bank account initially but should be transferred to the school bank account as soon as possible.

The level of funds retained in the Parent's Association's bank account should be sufficient to meet its day-to-day costs and in any event should not exceed €2,000.

Approved expenses incurred by committee members will be reimbursed once receipts are presented.

### **Article 8. Amendments**

This constitution may be amended from time to time at the AGM or an EGM of the association. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.

### **Article 9. Liaison with the School Authorities**

Liaison with the school will normally be maintained through communication by the Chairperson or Secretary with the school Principal or his/her nominees. The Executive Committee may, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.

The Association recognises that the investigation and resolution of issues relating to individual students, parents and teachers is for determination between the individuals concerned and the school authorities and the association has no role to play in such matters.

The Association also recognises that matters concerning the school curriculum and its implementation are the function of the school authorities.

### **Article 10. Official Statements and Representations**

No member of the Association other than the Chairperson or member nominated by the Executive Committee will make any official or public statement or representation on behalf of the Association.