

**CONSTITUTION
OF THE
TERESIAN
JUNIOR SCHOOL
PARENTS COUNCIL**

CONSTITUTION OF THE TERESIAN JUNIOR SCHOOL PARENTS COUNCIL

1. Name & Membership

The name of the Council is the Teresian Junior School Parents' Council. The school referred to in this document is the Junior School.

The Council shall have no more than 18 members, consisting of :

not more than two parents representing each of the eight school years,
one member of the teaching staff and the school principal.

It is open to all parents or guardians of children enrolled in the school and to the principal and all the full time teachers in the school. It is organised and run by Junior School parents, in conjunction with the School Management, and in keeping with its aims and objectives as set out below.

2. Mission

To respect and foster the Teresian Ethos of the school, which emphasises education and personal development grounded in Christian faith and values, in a spirit of tolerance and inclusiveness, exemplified in the school motto of *“Joy, Fortitude and Love”*.

3. Aims and objectives

The aims and objectives of the Council are the following:

- (a) To embrace and nurture the ethos of the Teresian School
- (b) To assist the School Management to give the best possible all-round education to the students
- (c) To act as a communication link between parents and School Management so that, together, students, teachers and parents work as an educational community
- (d) To be aware of and committed to the general school aims for each year, contributing in any way possible to enhance their fulfilment
- (e) To support the Management and teachers of the school in any situation where help is required in dealing with bodies outside the school

- (f) To provide a forum for parents to meet to discuss educational and pastoral issues and also to come together for social events and to facilitate social interaction and networking among the parents
- (g) To become involved in the organisation and running of extra-curricular activities and to encourage parent participation in sporting and other school activities, for example, Teresian Solidarity Day, School Year Book, sports day, the school tours, and cultural activities etc.
- (h) To liaise and work with the School Management Committee and the Finance Committee with a view to being informed in respect of and promoting the work of those committees
- (i) Any issues relating to staff members should be taken up by individual parents directly with School Management

4. Organisation

- (a) The Council shall have no more than 16 elected or co-opted parent members, consisting of not more than two parents representing each of the eight school years.
- (b) A parent cannot represent any more than one class at any given time.
- (c) Each parent representative shall be elected or co-opted for a two year period, with the exception of Kinder A where one parent representative will be elected or co-opted for one year. The term of office of serving council members will run from October to October of the calendar year. Notice of vacancies on the Council shall be sent to all relevant parents or guardians in September each year. All parents and guardians of students in each relevant school year shall be eligible for election. Consent to be elected or co-opted shall be sent in writing to the school Principal no later than one week after the notice has been issued.
- (d) If there are more than two candidates for any vacancy two candidates will be chosen by drawing lots in the presence of the school Principal and members of the existing school Council.
- (e) After serving a two year term on the Council members cannot be re-elected or co-opted for a consecutive term. Candidates cannot be elected or co-opted for more than two terms.
- (f) In addition to the elected or co-opted members of the Council, the Principal and another representative of the teaching staff of the School shall be ex-officio members of the Council.
- (g) In the event of a member of the Council resigning, the Council may co-opt a parent or guardian from that year to the vacancy until the term of office expires.

- (h) A council member automatically steps down in the event that his/her child leaves the class or school.
- (i) In the event of a member missing three consecutive meetings without adequate reason, he/she will be deemed to have resigned, whereby the existing council shall have the right to co-opt members where necessary.

5. Conduct of Business

- (a) The Council shall meet a minimum of six times each year at regular intervals and additional meetings shall be held as required.
- (b) At its first meeting each year, the Council shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer. Candidates for these posts shall be proposed and seconded by members of the Council, subject to the candidate being in agreement. If there is more than one candidate for any post on the Council, a secret ballot shall be held. The candidate receiving the greatest number of votes shall be declared elected. In the event of a tie, the matter shall be decided by the drawing of lots.
- (c) The Council shall have the power to appoint working groups for specific purposes.
- (d) All decisions of the Council shall be made by a simple majority.
- (j) A quorum at a meeting of the Council shall consist of six ordinary members and any two of the Chairperson, Vice Chairperson, Secretary and Treasurer.
- (k) The Chairperson, Vice Chairperson and Secretary shall be responsible for the preparation and circulation of the agenda for meetings and minutes of meetings held.
- (l) At the final meeting of the Council in each school year, the Treasurer in conjunction with the School Management shall present a report regarding the income and expenditure of the Council during the previous year.
- (m) Minutes of each meeting must be correctly recorded in the Minute Book by the Secretary, duly adopted and signed at each meeting by the Chairperson or the Deputy Chairperson.

6. Review

The Constitution may be reviewed from time to time and any changes will require a two-thirds majority of members present and voting at a meeting of the Council, of which at least twenty one (21) days' notice in writing has been given to Members.

Adopted by the Council on the 4th October 2016