

Parents' Association Constitution The Teresian Secondary School

1. Title

The name of the Association shall be The Teresian Secondary School Parents' Association (PA), hereafter referred to as the Parents' Association.

2. Objectives

The overall objective of the PA is to provide a forum for parents to become involved in matters pertaining to the development of the school and to foster parent linkages to the school in the following ways:

- I. Furthering the Catholic ethos and educational objectives of the school as set out by the Teresian Association in the School Mission Statement.
- II. Informing and consulting parents regarding school policies, plans and activities and facilitating parents in communicating their views on such issues to the school principal. The PA does not involve itself in matters relating to the internal administration of the school.
- III. In consultation with the Board of Management in the school, the Parents' Association shall undertake to organise fundraising activities for specific projects that are beneficial to enhancing the education and well-being of the students. All fundraising activities using the name of the school shall be for school authorised activities only.
- IV. Organising talks on topics of interest to parents
- V. Encouraging and facilitating parents' participation in the promotion of the well-being and interests of the pupils of the school
- VI. To work, through affiliation, with regional or national bodies representing parents where such affiliation would be in the best interests of the pupils, school and parents. The decision to affiliate to any such body will be at the discretion of the Committee.
- VII. To organise the election of parents' nominees to the BOM

The association, in discharging its functions, recognises that problems relating to individual students, parents or teachers are matters for determination between the individual and the school authorities.

3. Membership

All parents and legal guardians of pupils currently attending The Teresian Secondary School shall be deemed as members of the PA.

4. Executive Committee

- I. The business of the Parents' Association shall be carried out by an executive committee, hereafter called the Committee.
- II. The term for membership of the committee shall be two years, or where required to facilitate a transition from the previous membership term and subject to the approval of the members by ordinary resolution, three years. It shall not be possible to serve two consecutive terms on the Committee.
- III. If a member does not attend three consecutive Committee meetings, without good reason, he/she will be deemed to have resigned from the Committee.
- IV. Each class, where possible, shall have one parent or guardian, elected by the parents/guardians of that class, as a representative on the Committee.
- V. In addition to the class representatives, the Principal and another representative of the school shall be ex-officio members of the Committee with no voting rights.
- VI. In the event of a member of the Committee resigning or if a particular class does not elect a representative at the AGM, the Committee may co-opt a parent/guardian to the vacancy until the next AGM.
- VII. At its first meeting the Committee shall elect, for a term of one year, Officers of the Association, namely a Chairperson, Vice Chairperson, Secretary and Treasurer from amongst its members. A simple majority will determine the outcome of the election for those posts. In the event of a tie the matter shall be decided by the drawing of lots. The Officers may hold the positions for a maximum of two successive years but must be re-elected by the members of the Committee each year. If for any reason an officer is unable or unwilling to continue to act the Committee shall elect a replacement from amongst its members at the next available opportunity. Every effort will be made to ensure that no more than one member of the executive committee retires at any one time in order to ensure continuity of purpose and vision.
- VIII. Committee meetings shall be chaired by the chairperson, or by the vice-chairperson in the absence of the chairperson. If neither is in attendance the members present shall elect a chair for the meeting. The Chairperson will be the representative of the Parents' Association as required.
- IX. The Secretary shall record the minutes of the meeting for approval at the next meeting. The

secretary shall prepare the agenda for each meeting in consultation with the Chairperson and circulate the minutes of the previous meeting. In the absence of the secretary, those members present shall elect a member to act as secretary for the meeting.

- X. The Treasurer shall furnish the committee with an up-to-date statement on the finances of the Association at each meeting and submit an annual report at the AGM. He/she will provide the bank with the necessary documentation to become a signatory on the Parents' Association account.
- XI. Accounts need to be submitted to the BOM by the Treasurer for the September meeting of the Board to facilitate statutory requirement for the auditing of all school accounts.
- XII. The Committee shall hold at least one meeting each term.
- XIII. Fifty percent of its membership shall constitute a quorum for any Committee meeting.
- XIV. The Committee may, at its discretion, set up any sub-committee it deems necessary for specific purposes. Sub-committees may consist of members or non-members of the Association and shall report to the Executive-Committee.
- XV. All decisions of the Committee shall be decided by a simple majority of all members present or by a proxy vote and in the event of a tied vote the Chairperson shall have a casting vote. (Proxy votes must be supplied by email to the secretary to the Parents' Association prior to the meeting).

5. Annual General Meeting

- I. An Annual General Meeting (AGM) of the members of the Parents' Association shall be held in the month of October each year and before the 15th September of the year in which the term of the existing Board of Management is due to expire.
- II. At least three weeks' notice of the date of the AGM shall be given, in writing, to the members of the Parents' Association. The notice shall include the agenda for the AGM.
- III. Twenty members of the Parents' Association shall constitute a quorum for the AGM.
- IV. A report on the activities of the Parents' Association and on its financial position shall be presented to the AGM
- V. Notification of upcoming vacancies on the Committee shall be circulated to parents and guardians in the classes where vacancies exist at least three weeks before the AGM. Any parent or guardian interested in seeking election to a vacancy on the Committee should inform the Chairperson of the Association in writing at least two weeks before the Annual General Meeting. A ballot paper listing candidate for election will be circulated not later than seven days prior to the AGM to the parents/guardians of the classes where elections are required. The ballot paper should be completed and returned to the Chairperson no later than the day before the AGM. The results of the

ballot will be announced at the AGM.

- VI. Each parent or guardian shall be entitled to vote in elections to the Committee in respect of vacancies arising in the representation of a class in which he/she has a child.
- VII. Any amendment to the constitution should be passed by a two-thirds majority of those attending the AGM. Notice of any proposed amendments should be submitted in writing to the Secretary, not later than two weeks before the due date of the AGM.

6. Finance

- I. The Parents' Association shall have banking facilities for the purpose of depositing monies from its fundraising activities and shall maintain sufficient funds in its account for the annual administration of the Association
- II. The Committee shall apply all membership fees and all other funds raised by it to further the aims of the Parents' Association. All funds include any surplus of income over expenditure. The Committee will endeavour to maintain a modest surplus at the end of each financial year.
- III. The financial year for the Parents' Association accounts shall be 1 September to 31 August. Annual financial accounts shall be prepared for each financial year and presented for the approval of the members of the Parents' Association at the next AGM.
- IV. The accounts shall make provision for expenses incurred and not yet paid, and income earned and not yet received.
- V. A copy of the annual financial accounts shall be forwarded to the Board of Management once approved by the Parents' Association before the September meeting of the Board.
- VI. The Committee shall prepare an income and expenditure plan for each year no later than 1st December of that year.
- VII. Cheques drawn on the Parents' Association account shall be signed by two signatories. Authorised signatories shall be the Principal and/or School bursar and the Treasurer, or in the absence of the Treasurer, another nominated Officer of the Committee.
- VIII. The Committee shall propose to the Board of Management the level of subscription fees for the following year for their approval.

7. Board of Management

- I. The Committee shall organise the election, from the members of the Parents' Association, of two parent nominees (the Parent nominees) to the Board of Management.
- II. The Parent nominees shall be elected for a three-year term.
- III. All members of the Parents' Association shall be eligible for selection as Parent nominees.

- IV. Notice of vacancies shall be sent to all members of the Parents' Association each of whom shall be eligible to offer themselves for selection.
- V. If more than two candidates offer themselves for election, an election shall take place with all members of the Parents' Association being eligible to vote on the basis of one vote per household. In the event of a tie, the matter shall be decided by the drawing of lots.
- VI. Parent nominees shall be deemed to be ex-officio members of the Committee in accordance with procedure outlined in the Articles of Management for Voluntary Secondary Schools.

8. Miscellaneous Provisions

- I. An Extraordinary General Meeting (EGM) for a purpose consistent with the constitution of the Association, may be called at the written request, of not less than 25% of parents of existing pupils in the then current school year. Such a meeting will be convened within 30 days of receipt of a properly constituted request. Twenty parents shall constitute a quorum for the EGM.
- II. Notwithstanding the provisions of Paragraph 5.7, this Constitution shall be reviewed by the Committee at least every 5 years and the results of that review shall be presented to the subsequent AGM.
- III. Dissolution of the Association shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the dissolution of the Association, all its assets shall pass to the Board of Management.