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**CONSTITUTION OF ST. FARNANS POST PRIMARY PARENT/TEACHER ASSOCIATION**

1. **NAME**

THE ASSOCIATION SHALL BE KNOWN AS THE:

 **ST. FARNANS POST PRIMARY PARENT/TEACHER ASSOCIATION.**

THE ASSOCIATION SHALL BE RECOGNISED BY THE SCHOOL MANAGEMENT AS AN AUTONOMOUS BODY, ORGANISED AND RUN BY THE PARENTS/ GUARDIANS OF PUPILS ATTENDING ST. FARNANS.

1. **AIMS AND OBJECTIVES**
2. TO FURTHER THE INCLUSIVE ETHOS AND EDUCATIONAL OBJECTIVES OF THE SCHOOL.
3. TO INFORM AND CONSULT PARENTS REGARDING SCHOOL POLICY, PLANS, AND ACTIVITIES. (HOWEVER, THE ASSOCIATION WILL NOT BE INVOLVED IN THE MATTERS RELATING TO THE INTERNAL ADMINISTRATION OF THE SCHOOL.)
4. TO ACT AS A CHANNEL OF COMMUNICATION BETWEEN PARENTS AND STAFF ON MATTERS OF GENERAL INTEREST.
5. TO FOSTER GREATER PARENT AWARENESS IN THE EDUCATION, WELL BEING AND INTERESTS OF THE PUPILS OF THE SCHOOL.
6. TO REPRESENT THE VIEWS OF THE PARENTS ON MATTERS OF LOCAL EDUCATIONAL SIGNIFICANCE.
7. TO RAISE FUNDS FOR THE BENEFIT OF THE PUPILS, AND THE ADMINISTRATION AND ACTIVITIES OF THE ASSOCIATION.
8. THROUGH AFFILIATION WITH THE  ***NATIONAL PARENTS COUNCIL – POST PRIMARY (NPCpp)*** THE ASSOCIATION WILL ENSURE:
9. PARENTS ARE INFORMED OF DEVELOPMENTS IN EDUCATION.
10. THAT THEY HAVE AN EFFECTIVE VOICE IN SUCH DEVELOPMENTS.

**THE FOLLOWING ARE SOME OF THE ACTIVITIES THAT THE PARENTS ASSOCIATION MAY BE INVOLVED**

1. ORGANISING INFORMATION/SOCIAL EVENTS FOR NEW PARENTS OF THE SCHOOL.
2. ORGANISING WELCOME EVENTS FOR NEW PUPILS OF THE SCHOOL.
3. ARRANGING TALKS ON TOPICS OF INTEREST TO PARENTS.
4. PROVIDING SUPPORT/FINANCIAL SUPPORT/ORGANISATIONAL INPUT TO MAJOR SCHOOL EVENTS e.g. GAELTACHT, DRAMA, MUSIC, TRANSITION YEAR, GRADUATION etc.
5. HELPING ORGANISE/SUPERVISE EXTRA CURRICULAR ACTIVITIES
6. CONTRIBUTING TO THE SCHOOL NEWS LETTER/ WEBSITE.
7. MANAGE A BOOK/UNIFORM SAVING SCHEME FOR PARENTS

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1. **MEMBERSHIP**

ALL PARENTS AND GUARDIANS OF PUPILS OF ST. FARNANS POST PRIMARY SCHOOL SHALL BE DEEMED MEMBERS OF THE PARENT ASSOCIATION.WHILE ALL PARENTS/GUARDIANS ARE DEEMED MEMBERS OF THE ASSOCIATION, THE MAJORITY DO NOT NEED TO BE INVOLVED IN THE DAY-TO- DAY ACTIVITIES OF THE ASSOCIATION. THE PARENTS ASSOCIATION WILL ELECT A COMMITTEE WHO WILL MANAGE THE RESPONSIBILITIES OF THE PARENT ASSOCIATION ON BEHALF OF ALL THE PARENTS. THE SIZE OF THE COMMITTEE IS DETERMINED BY THE SIZE OF THE SCHOOL AND THE AMOUNT OF ACTIVITIES TO BE UNDERTAKEN.

1. **COMMITTEE MEMBERS/OFFICERS OF THE PARENT TEACHER ASSOCIATION.**

ORDINARY MEMBERS: PARENT/GUARDIANS 1-2 MEMBERS OF TEACHING STAFF.

HONORARY OFFICERS: SECRETARY, CHAIRPERSON, TREASURER AND PROMOTIONS OFFICER.

EX OFFICIO: PRINCIPAL

EXECUTIVE OFFICERS: BOARD OF MANAGEMENT.

1. MEMBERS CONSIST OF A MAXIMUM OF 25 MEMBERS AND A MINIMUM OF 9 MEMBERS (INCLUDING ONE MEMBER OF TEACHING STAFF) OF THE PARENT BODY WHO PUT THEIR NAMES FORWARD AT THE AGM.
2. THE ASSOCIATION SHOULD ENDEAVOUR TO ENSURE THAT EACH YEAR GROUP/ ALL PARTS OF THE CATCHMENT AREA HAVE A REPRESENTATIVE ON THE COMMITTEE BUT THAT SHOULD NOT PRECLUDE THE ELECTION OF MORE THAN ONE REPRESENTATIVE FROM ONE AREA.
3. THE COMMITTEE SHALL INVITE THE TEACHING STAFF TO NOMINATE 1-2 OF THEIR NUMBER TO BECOME A MEMBER OF THE COMMITTEE.
4. IN ADDITION TO THE ELECTED MEMBERS THE PRINCIPAL SHALL BE AN EX-OFFICIO MEMBER OF THE COMMITTEE BUT SHALL NOT BE ELIGIBLE FOR ELECTION AS AN OFFICER.
5. THE INCOMING COMMITTEE SHALL ELECT HONORARY OFFICERS OF THE COMMITTEE AT ITS FIRST MEETING.
6. IF A MEMBER DOES NOT ATTEND THREE CONSECUTIVE MEETINGS WITHOUT APOLOGIES, HE /SHE WILL BE DEEMED TO HAVE RESIGNED FROM THE COMMITTEE.
7. THE COMMITTEE SHALL HAVE THE POWER TO CO-OPT FURTHER MEMBERS AND SET UP SUB COMMITTEES AS NECESSARY.
8. ALL MEMBERS OF THE COMMITTEE AT ALL LEVELS SHALL BE SUBJECT TO GARDA VETTING.
9. THE COMMITTEE SHOULD MEET AT LEAST 6 TIMES A YEAR.

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1. AT ITS FIRST MEETING THE COMMITTEE SHALL ELECT A CHAIRPERSON, VICE CHAIRPERSON, SECRETARY, VICE SECRETARY, PRO, TREASURER AND VICE TREASURER. CANDIDATES FOR THESE POSTS SHALL BE PROPOSED AND SECONDED BY MEMBERS OF THE COMMITTEE
2. IF THERE IS MORE THAN ONE CANDIDATE FOR ANY HONORARY POST A SECRET BALLOT SHALL BE HELD AND THE CANDIDATE WITH THE GREATEST NUMBER OF VOTES SHALL BE DECLARED THE WINNER. IN THE EVENT OF A TIE THE MATTER SHALL BE DECIDED BY DRAWING LOTS.
3. ALL DECISIONS OF THE COMMITTEE SHALL BE DECIDED BY A SIMPLE MAJORITY OF ALL MEMBERS VOTING AND IN THE EVENT OF A TIED VOTE THE CHAIRPERSON HAS A SECOND AND CASTING VOTE.
4. THE CHAIRPERSON, SECRETARY, PROMOTIONS OFFICER AND TREASURER SHALL BE THE ‘HONORARY OFFICERS’.
5. THE HONORARY OFFICERS WILL NOT SERVE MORE THAN THREE CONSECUTIVE YEARS ON THE COMMITTEE IN THEIR CURRENT POST. IN THE EVENT OF NOT SECURING A REPLACEMENT FOR THE POSITION HELD THE COMMITTEE MAY VOTE TO EXTEND THE POSITION UNTIL A REPLACEMENT CAN BE SECURED. IF THE CURRENT CHAIRPERSONS POST IS TO BE VOTED UPON AND RESULTS IN A TIE THEIR SECOND AND CASTING VOTE WILL BE, IN THIS INSTANCE ONLY, PASSED TO THE SECRETARY.
6. THE COMMITTEE OF THE PARENT ASSOCIATION SHALL IN ACCORDANCE WITH CURRENT POLICY, ORGANISE AN ELECTION TO ELECT FROM THE PARENT BODY TWO REPRESENTATIVES TO THE BOARD OF MANAGEMENT.
7. ALL PARENTS/ GUARDIANS OF PUPILS IN THE SCHOOL SHALL BE ELIGIBLE FOR ELECTION.
8. NOTICE OF VACANCIES SHALL BE SENT TO ALL PARENTS/GUARDIANS TWO WEEKS BEFORE THE ELECTION. NOMINATIONS AND CONSENT TO BE ELECTED SHOULD BE RECEIVED SEVEN DAYS BEFORE THE ELECTION.
9. CANDIDATES RECEIVING THE GREATEST NUMBER OF VOTES SHALL BE DECLARED THE WINNERS.
10. PARENTS ELECTED TO THE BOARD OF MANAGEMENT SHALL BE MEMBERS OF THE EXECUTIVE COMMITTEE OF THE ASSOCIATION.
11. AS THE PURPOSE OF PARENTS/GUARDIANS BEING ON BOARDS OF MANAGEMENT IS TO BE INCLUDED IN THE PROCESS OF MANAGING THE SCHOOL IT IS IMPORTANT THAT RELEVANT INFORMATION IS AVAILABLE THEREFORE TWO PRIMARY DUTIES OF PARENT REPRESENTATIVES ON THE BOARD ARE TO SOLICIT PARENT VIEWS AND REPRESENT THESE VIEWS AT BOARD OF MANAGEMENT MEETINGS.

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 **ANNUAL GENERAL MEETING (AGM)**

1. THE ASSOCIATION SHALL HOLD AN ANNUAL GENERAL MEETING NO LATER THAN 10TH October (OR NEAREST CONVENIENT DATE) IN EACH SCHOOL YEAR.
2. THE SECRETARY SHALL CONVENE THE MEETING BY GIVING NOTICE IN WRITING AND/OR SCHOOL TEXT MESSAGE AT LEAST SEVEN DAYS BEFORE THE APPOINTED DATE.
3. THE ONLY BUSINESS OF THE ANNUAL GENERAL MEETING SHALL BE
4. TO RECEIVE A REPORT FROM THE HONORARY SECRETARY REGARDING THE ACTIVITIES OF THE ASSOCIATION DURING THE YEAR.
5. TO RECEIVE A REPORT FROM THE HONORARY TREASURER REGARDING THE INCOME AND EXPENDITURE OF THE ASSOCIATION DURING THE PREVIOUS YEAR.
6. TO TAKE THE NAMES OF INTERESTED PARTIES IE PARENTS/GUARDIANS FOR THE COMMITTEE TO THE PARENT ASSOCIATION.
7. ANY AMENDMENT TO THE CONSTITUTION SHALL BE PASSED BY A SIMPLE MAJORITY OF THOSE ATTENDING THE AGM. (NOTICE OF THE PROPOSED AMENDMENT HAVING BEEN PREVIOUSLY SUBMITTED TO THE SECRETARY NO LATER THAN ONE WEEK PRIOR TO THE AGM.)

**EXTRAORDINARY GENERAL MEETINGS (EGM)**

1. AN EXTRAORDINARY GENERAL MEETING MAY BE REQUESTED AT THE WRITTEN REQUEST ON NOT LESS THAN 5% OF THE PARENT BODY STATING THE REASON FOR SUCH A MEETING.
2. 10% OF THE PARENT BODY SHALL FORM A QUORUM AT SUCH MEETINGS. OTHERWISE THE RULES OF CONDUCT SHALL BE SIMILAR TO THOSE FOR AN AGM
3. THE SECRETARY SHALL, WITHIN ONE MONTH OF RECEIVING A PROPERLY CONSTITUTED REQUEST FOR AN EGM SUMMON A GENERAL MEETING OF THE ASSOCIATION, STATING THE PURPOSE FOR WHICH THE MEETING IS CALLED. THIS SHALL BE THE ONLY BUSINESS THAT SHALL BE DEALT WITH AT SUCH MEETINGS.

**ORDINARY MEETINGS**

1. MEETINGS WILL BE HELD 4 TO 6 WEEKLY IN THE SCHOOL (WHEN POSSIBLE)
2. MEETING DAYS WILL ALTERNATE (MON-FRI) TO ENABLE ALL MEMBERS TO ATTEND AS MANY AS POSSIBLE.
3. IN THE EVENT ANY HONORARY MEMBER CAN NOT ATTEND THE VICE MUST BE INFORMED AND RESUME THE POSITION FOR THAT MEETING.
4. COMMITTEE MEMBERS SHALL SEND APOLOGIES PRIOR TO THE MEETING
5. MINUTES AND TASK LIST WILL BE SENT OUT VIA EMAIL AS SOON AS POSSIBLE AFTER THE PREVIOUS MEETING. A TEXT MESSAGE WILL BE SENT TO INFORM MEMBERS THAT THE EMAIL HAS BEEN SENT.

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1. AGENDA REQUESTS SHALL BE REQUESTED BY THE SECRETARY BEFORE THE NEXT MEETING AND ITEMS SHALL BE SUBMITTED TO HIM/HER WITHIN THE TIME SCALE GIVEN.( USUALLY JUST PRIOR TO THE MEETING)
2. NO AGENDA ITEMS WILL BE ADDED AFTER THE SET DATE/TIME AND WILL BE ADDED TO A FUTURE MEETING. THE AGENDA WILL BE EMAILED PRIOR TO THE MEETING.
3. MEETINGS WILL COMMENCE AT 8.30 SHARP (OR OTHER AMENDED TIME) AND SHALL ENDEAVOUR TO LAST FOR NO LONGER THAN 90 MINUTES.
4. MINUTES FROM THE PREVIOUS MEETING WILL BE AGREED AND SIGNED.
5. MATTERS ARISING FROM THE PREVIOUS MEETING WILL BE ADDRESSED.
6. APOLOGIES WILL BE NOTED.
7. AGENDA ITEMS WILL BE DISCUSSED.
8. NEXT MEETING WILL BE PLANNED AND AGREED.

**CONDUCT**

THE CHAIRPERSONS JOB TO STEER THE MEETING THROUGH ITS BUSINESS EFFECTIVELY AND EFFICIENTLY, THE SECRETARY MUST KEEP A WRITTEN RECORD OF EVERYTHING DISCUSSED AND AGREED DURING EACH MEETING. TO ASSIST IN THE SMOOTH RUNNING AND EFFECTIVENESS OF MEETINGS IT IS ASKED THAT MEMBERS:

1. ATTEND MEETINGS ON TIME (WHERE POSSIBLE) AND AS OFTEN AS POSSIBLE.
2. READ MINUTES AND TASK LISTS PRIOR TO MEETINGS.
3. STICK TO THE AGREED AGENDA.
4. TRY TO BE BRIEF WHEN MAKING A POINT.
5. TALK ONE AT A TIME TO ASSIST THE SECRETARY TO RECORD ALL RELEVANT INFORMATION.
6. BE MINDFUL TO THE TIME.
7. ALLOW THE CHAIRPERSON TO MOVE THE MEETING ON.

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**FINANCE**

1. THE MONEYS OF THE ASSOCIATION WILL BE HELD IN A BANK ACCOUNT WHICH WILL BE KEPT IN CREDIT AT ALL TIMES. CHEQUES SHALL BE SIGNED BY THE TREASURER AND ONE OTHER OFFICER.
2. ACCOUNTS SHALL BE PREPARED ANNUALLY FOR SUBMISSION AT THE AGM.
3. ALL RESOURCES SHALL BE USED FOR THE FURTHERANCE OF THE OBJECTIVES OF THE ASSOCIATION.
4. THE ASSOCIATION SHOULD RAISE FUNDS FOR SPECIFIC PURPOSES AND USE THESE FUNDS ACCORDINGLY.NO MORE THAN 2000 EUROS SHOULD GO FORWARD TO THE NEXT SCHOOL YEAR WHERE POSSIBLE. FUNDS EARMARKED FOR LONG TERM USE WITHSTANDING.
5. IN THE EVENT OF THE ASSOCIATION’S DISSOLUTION, ANY OUTSTANDING FUNDS SHALL BE GIVEN TO THE PRINCIPAL TO BE USED FOR THE BENEFIT OF THE PUPILS.

**ALTERATIONS TO THE CONSTITUTION**

1. THE CONSTITUTION OR ANY PART OF IT MAY BE ALTERED, AMENDED OR RESCINDED AT EITHER AN ANNUAL OR EXTRAORDINARY GENERAL MEETINGBY A VOTE IN FAVOUR OF THE PROPOSED CHANGE BY THE MEMBERS PRESENT.
2. ANY PROPOSAL TO ALTER, AMEND OR RESCIND THE CONSTITUTION MUST BE NOTIFIED, IN WRITING TO THE ASSOCIATION AT LEAST ONE WEEK PRIOR TO THE GENERAL MEETING