

**Scoil An Linbh Iosa  
Parent/Teacher Association  
Proposed Constitution**

**1. Name**

The name of the organisation shall be Scoil An Linbh Iosa Parent/Teacher Association (PTA).

**2. The Aim of the Parent/Teacher Association.**

As per the existing school ethos statement, the aim of the PTA is to build an effective partnership in accordance with the provisions of the education act (1998) with the principal, staff and Board of Management of Scoil an Linbh Iosa to create a caring atmosphere that promotes learning and nurtures the spiritual, moral, personal, social, cultural and physical development of the child. As an association affiliated to the National Parents Council, The PTA is the structure through which parents/guardians in the school can work together for the best possible education for their children. The PTA works with the Principal, staff and the Board of Management to build effective partnership in accordance with the provisions of the Education Act (1998). (Appendix A)

**3. The Role of the PTA.**

1. To foster increasing and effective co-operation between parents/guardians, pupils, teachers and the Board of Management.
2. To assist Parents/Guardians to acquire the skills, which their role demands, by way of discussions, talks and training courses.
3. To provide a forum for the elected Parent Representatives of the Board of Management to report to the PTA on decisions arrived at board level, which affects parents/guardians.
4. For the committee to inform parent representatives on the Board of Management, of matters which they may wish to have discussed at management level.
5. To make representation to and seek advice from the National Parents Council through the nominated members of the PTA committee.
6. The PTA shall support the school in fulfilling its obligations and in consultation with the Principal; the committee shall where possible adopt a programme of activities which will promote the involvement of parents/guardians in the schools continued development.
7. The PTA recognises that the examination and resolution of problems relating to individual pupils or parents/guardians will be for determination between the pupil and/or their parents/guardians and the school authorities as per school policy.

**4. The Membership of the PTA.**

All parents /guardians of children attending Scoil An Linbh Iosa will be deemed to be members of the PTA, with rights to vote at general meetings and to hold office.

## **5 Membership of the Committee**

1. The Committee shall be elected each year at an AGM, which shall be held before 30th September and to which all parents, or guardians of children attending the school are invited to attend.
2. Candidates can volunteer/be nominated for election and must be seconded by a member of the PTA. Candidates who cannot attend the AGM may send their nominations to the committee in advance.
3. All members of the committee shall retire annually but be eligible for re-election immediately at the AGM .
4. The office holders shall be appointed by the committee at the first committee meeting following the AGM. Committee members shall be eligible to hold office of Chairperson, Secretary, Treasurer and Public Relation Officer and if committee numbers allow, vice chairperson, vice secretary and vice treasurer should also be elected. Officers may hold the same position for a maximum of two consecutive years if elected. However, in the event of the committee being unable to fulfil any of the above-mentioned roles, then any previous holder of same will be eligible for appointment to that role.
5. Any member absent for 3 consecutive meetings without informing the Committee will be understood to have resigned.
6. Voting at committee meetings requires a quorum of 50% plus 1 of the fully elected committee. In the event of a tied vote, the chairperson has the casting vote.
7. The number of members on the committee will be a maximum of 25 including 2 parent representatives as elected to the board of management and 2 teacher representatives. (If more than the required number of candidates are nominated then a secret ballot shall take place at the meeting). The teacher representatives shall be elected by the teachers of the school.
8. The Parent Representatives on the board of management are automatically ex officio members of the PTA. They should not hold officer positions on the PTA.
9. The association will meet once a month during the school year.
10. The Minutes of each meeting shall be duly adopted and signed by the chairperson and secretary at each subsequent meeting as evidence of the decisions of the committee and shall be maintained by the secretary.

## **6 Co-options and Sub Committees.**

The committee may co-opt additional people onto the committee to assist the work of the PTA but any such member will not have any voting rights. The committee are authorised to establish sub committees for particular tasks. Any such sub committee may also co-opt people to assist with their work. The sub committee cannot make decisions. They are accountable to the main committee

## **7. Finances.**

1. The committee will pay the expenses incurred in the course of duty of any committee member. However, a budget where possible for these expenses must be agreed in advance and receipts produced as part of the reimbursement process
2. Any requests for funds from the Board of Management must be accompanied by details of what use the funds are to be put and must be approved by the committee.

3. The treasurer shall prepare accounts each year and present a Year's Financial Statement to members at the AGM. The financial statement shall be made available to parents and also be made available to the Board of management.
4. The committee shall approve and pay each year the annual subscription fee to the National Parents Council.
5. The bank account shall be held in a local branch and the signature of the Treasurer and any other officer shall be required on all cheques and withdrawal slips.
6. At no time shall the current account be overdrawn.

## **8. Fundraising**

1. The PTA committee will finance its own activities through fundraising.
2. In keeping with its stated aim the PTA committee may meet with the principal as soon as practical after the AGM, to assemble a "wish list" of items/services needed for the school. The PTA committee can then decide if they wish to organise focused fundraising aimed at that specific need. All funds raised from any such fundraising must be used for the stated purpose of the fundraising event.

## **9. Roles of Committee Officers**

### **(A) The Chairperson.**

1. Responsible for ensuring that the rules of the Committee are followed.
2. Prepares the agenda for the meetings with the Secretary.
3. Chairs all meetings, and moderates on all discussions to ensure all attendees are afforded an equal opportunity to contribute to the business of the meeting
4. Presents the chairman's report at the AGM
5. Ensures that the work is shared and that teamwork is reviewed.
6. Helps the committee to have clear vision and goals.
7. Represents the PTA at any formal occasion or nominates someone in their place if needed
8. Signs the minutes of the previous meeting when approved by the committee as a record of the business and decisions of that meeting

### **(B) The Secretary.**

1. Records the minutes of meetings including matters arising.
2. Helps the chairperson prepare the annual report for the AGM.
3. Notifies committee members of forthcoming meetings and forwards minutes of the last meeting and the agenda for the next meeting.
4. Coordinates help for PTA activities
5. Prepare the agenda for meetings in consultation with the Chairperson
6. Ensures an attendance record of all attendees is completed for all committee meetings .

### **(C) The Treasurer.**

1. Responsible for financial affairs of the PTA
2. Shall keep an accurate account of money received and disbursed by the committee

3. Shall with the vice treasurer/nominated member be responsible for the collection, counting and lodging of monies to the bank account of the PTA . All money to be counted by 2 committee members.
4. Shall ensure that there are adequate funds in the account to cover the expenses likely to be incurred in the month of September before the new committee takes office.

**(D) Public Relations Officer.**

1. Shall publicise events and activities organised by the PTA

**10. Changing the Constitution.**

This constitution shall be circulated to all parents/guardians of children in the school and a copy of this constitution shall be given to members of the board of management.

(i) This constitution will be discussed as an agenda item at the AGM. A vote shall be taken on its adoption. A majority vote will adopt this constitution.

OR

(ii) An Extraordinary General Meeting will be called to discuss this Constitution and a vote shall be taken on its adoption. A majority vote will adopt this Constitution.

**Extract from Education Act, (1998)**

**Appendix A**

26. – (1) The parents of students of a recognised school may establish and maintain from among their number, a parent's association for that school and membership of that association shall be open to all parents of students of that school.

(2) A parents' association shall promote the interests of the students in school in co-operation with the Board of Management, Principal, teachers and students of the school and for that purpose may-

(a) Advise the principal or the Board on any matter relating to the school and the principal or board, as the case may be, who shall have regard to any such advice, and

(b) Adopt a programme of activities, which will promote the involvement of parents, in consultation with the Principal in the operation of the school.

(3) The board shall promote contact between the school, parents of students in that school and the community and shall facilitate and give all reasonable assistance to parents who wish to establish a parents' association and to a parents' association when it is established.

(4) (A) A parents' association shall, following consultation with its members, make rules governing its meetings and the business and conduct of its affairs.

(b) Where a parents' association is affiliated to a national association of parents, the rules referred to in paragraph (a) shall be in accordance of parents with the concurrence of the Minister.