

CONSTITUTION

St Margaret's Primary School Parent Teacher Association

1. Name

The name of the Association shall be St Margaret's Primary School Parent Teacher Association.

2. Membership

Membership is automatic for Parents/Guardians of all children enrolled at St Margaret's Primary School and all members of the teaching staff.

3. Objectives

- a. The objectives of the Association shall be the advancement of education by encouraging the co-operation between home & school, Education Authority, Central Government and all other interested persons & bodies, to provide and assist in the provision of facilities for education at the school not normally provided by the Education Authority.
- b. To provide the facility for Parents, Guardians and Teachers to meet & take additional interest in the activities of the school & to act in a supportive role to the teaching staff.

4. Management & Control

- a. The management & control of the Association shall be vested in a committee comprising of the following elected members

Chairperson

Vice-Chairperson

Secretary

Treasurer

Social Convener

& 9 other members

The committee shall consist of Parents & Teachers. (The number of parent members can be varied subject to the committee's agreement)

- b. Parent members who have served on the committee for 3 years shall be eligible for re-election annually
- c. The retiring committee shall nominate the Chairperson for the forthcoming year and the newly appointed committee shall elect a Vice-Chairperson, Secretary, Treasurer & Social Convener from their number.
- d. Committee membership shall automatically lapse on the failure to attend 3 consecutive meetings. Exceptional circumstances will be taken into consideration.

- e. The committee shall have the power to fill any vacancies occurring in the interval between Annual General Meetings.
- f. The committee shall have the power to appoint sub-committees who may in turn co-opt members.
- g. The committee shall have the power to consult or call in people with expertise to help the Association further its aims
- h. In addition to the elected committee, 2 other members of the teaching staff shall be invited to attend but they will have no voting rights.

5. Meeting

- a. The Annual General Meeting of the Association shall be held in the month of September each year to receive the reports of the Committee, to elect new parent members, to elect the auditor and to deal with any other competent business.
- b. The teaching staff shall meet annually, prior to the Annual General Meeting, to elect a new Teacher Member.
- c. Special General Meetings may be called at any time by the committee or on the request, in writing to the chairperson, of not less than 8 members.
- d. The committee shall meet as frequently as may be found necessary, but not less often than once every 2 months during a school session & at any time at the request of the Chairperson.
- e. 7 days notice must be given before a Committee meeting & decisions may then be taken by the majority of members attending provided there is a quorum of members present. A quorum shall constitute 7 members of the Committee, at least 1 of whom shall be a teacher member & at least 4 of whom shall be parent members.

In the event of a split vote, the Chairperson shall have a deliberative vote and a casting vote.

- f. 21 days notice must be given before a Special General Meeting or the Annual General Meeting and decisions may be taken by the majority of members attending, provided there is a quorum of 8 members. In the event of a split vote the Chairperson shall have a deliberative vote & a casting vote.

6. Funds

- a. The funds of the Association shall be lodged in a bank in the name of the Association.
- b. Monies may be withdrawn from the account on the signature of the Treasurer & 1 other Office Bearer. All Office Bearers shall be signatories of the account.
- c. Such funds as referred to above shall not be regarded in any way as part of the school funds, but in the event of the winding up of the Association, all balances in hand shall automatically be transferred for the benefit of the school.
- d. Funds may be spent by the committee to pursue the aims and objectives of the Association.
- e. The accounts of the Association shall be closed by 30th June & shall be externally scrutinized as required by law annually & be presented at the Annual General Meeting.
- f. None of the Associations assets may be distributed or otherwise applied (on being wound up or at any time) except to further its charitable purposes.

7. Relationship with the School

- a. Recognising that the policy, practice, discipline & organisation of the school is the responsibility of the Head Teacher & the Staff, the Association does not in any way seek to act in any manner prejudicial to this basic principle.
- b. The Association shall receive from the school, for publication annually, a detailed report on how all monies raised by the Association have been utilised.

8. Alterations to the Constitution

No alteration or addition to the Constitution shall be made except at a Special/Annual General Meeting convened for that purpose. Such proposed changes shall be specified in the notice calling the meeting & be approved by not less than two-thirds of the number present at the meeting.

Certified True Copy

Name

Position

Address

.....

.....

Date

Certified True Copy

Name

Position

Address

.....

.....

Date