

PARENT TEACHER ASSOCIATION CONSTITUTION

1. The Association's Name:

The association shall be called

"St. Andrews School Parent Teacher Association" hereafter referred to as the PTA.

2. The Aims and Objectives of the PTA:

- a) To promote and encourage co-operation between parents, teachers and the Board of Management.
- b) To provide a forum for discussion of issues, relevant to school business.
- c) To exchange ideas and promote understanding between parents and teachers.
However, it is not the intention of the PTA to become involved in disputes involving individual parents, staff or pupils. If the PTA is approached in this area they will advise the other party to approach the school directly either in person, by phone or in writing.
- d) It is not the role of the PTA to discuss any items which are the exclusive responsibility of the Board of Management.
- e) To assist in extra-curricular and leisure/sporting activities of pupils, as requested by the staff.
- f) To assist in financial support for the school, where requested.

3. Membership of the PTA:

- a) All parents and guardians (hereafter referred to as parents) of children currently attending St. Andrews National School together with all teaching staff are eligible to become members of the association.
- b) In the event of a child leaving St. Andrews National School, the parent shall cease to be a member of the PTA forthwith.
- c) In the event of a teacher leaving St. Andrews National School, the teacher shall cease to be a member of the PTA forthwith.

4. The Structure of the Association:

4.1. The composition of the PTA Committee:

- a) The PTA committee will comprise of sixteen people.
- b) The PTA committee shall be comprised of twelve parents, three teachers and the Principal.

4.2 The Annual General Meeting:

- a) The AGM shall be held in September or October of each year.
- b) Parents shall receive at least fourteen days notice of such a meeting.
- c) The quorum for the AGM shall be a number equal to 10% of the number of families attending at the school.

4.3 Parent Elections:

- a) Parents shall elect **twelve** representatives to the PTA committee at the AGM.
The chairperson, honorary secretary and honorary treasurer will be appointed by the incoming committee at their first meeting following the PTA AGM.
- b) Parents shall be requested to submit nominations to the outgoing Secretary for the PTA committee no later than 48 hours prior to AGM.
Families shall be limited to one member on the committee.
In the event that at least 12 nominations are not received in advance of AGM, nominations from the floor on the night will be accepted.
- c) A paper ballot will be held to elect members to the PTA at the AGM.
- d) Only parents present at the AGM are eligible to vote.
- e) Two staff members will be chosen to count the vote. These staff members will be non-parents of the school and therefore have no voting rights.
- f) The twelve candidates receiving the most votes will be elected. In the event of a tied vote, the chair shall have the casting vote.
- g) If there are more candidates than positions on the committee, these candidates may be

co-opted onto the committee, should any member leave during the school year. This co-opted member would be the next person with the greatest number of votes at the AGM.

4.4 Teacher Elections:

- a) The teachers shall elect three representatives to the PTA committee.
- b) The teacher's PTA members will be elected at a staff meeting prior to the AGM.
- c) Teacher vacancies in the course of the year may be substituted by election at a staff meeting.

4.5 Notice of PTA Committee Meetings:

- a) The secretary of the PTA association shall give appropriate notice of all committee meetings.
- b) All items for consideration at meetings must be addressed to the secretary of the committee and/or the school principal at least seven days in advance of the meeting.
The secretary and the principal will agree the agenda seven days in advance of the meeting.
- c) The committee shall meet at least once during each term (i.e. minimum of 3 meetings per year).

4.6 PTA Committee Quorum & Voting:

- a) The Quorum for a committee meeting shall be any six members.
- b) Each member of the committee shall have one vote.
- c) In the event of a tied vote, the chairperson shall have an extra casting vote.

4.7 Term of office for the PTA Committee:

- a) The term of office for the elected and co-opted committee members shall be one year. Office holders may be elected to office annually for a period not exceeding three consecutive years. Office holders are elected from the new formed committee at their first meeting following the PTA AGM.
- b) **Honorary Chairperson, Treasurer and Honorary Secretary elections and removals.**
The Honorary Chairperson, Treasurer and/or Honorary Secretary may be removed from their position following a motion for removal being passed by eight or more votes of the PTA Committee. The replacement officer holder to be elected from the committee by the committee.
- c) Members may remain on the committee for longer than one year, if they are elected at the AGM each year.
- d) The elected teachers representatives may serve on the PTA committee for any number of years, providing they are re selected annually by the teachers to represent them.
- e) No parent member of the PTA will remain on the committee for a period exceeding four consecutive years.

4.8 Teacher resignation from PTA:

- a) In the event of a teachers resignation from the committee another teacher shall fill the vacant position.
- b) This representative shall be elected by the teaching staff.

4.9 Parent resignation from PTA:

- a) In the event of a parent representative's resignation from the committee the vacant position shall be filled from the general parent membership unless 4.3 can be filled.

4.10 PTA Sub-Committee

- a) The PTA committee shall be entitled to appoint sub-committees, to deal with specific issues.
- b) Such sub committee shall be responsible and accountable to the main PTA Committee.
- c) The PTA Committee shall be entitled to co-opt members of the association to serve on the sub-committee/s.
- d) Voting rights of sub-committee members shall not extend beyond the specific remit of that sub-committee.

5. The Financial Administration of the Association

5.1 Bank Account

- a) Bank accounts shall be opened/maintained in the name of "St. Andrews Parents Teacher association".
- b) All financial transactions shall be conducted through these accounts.
- c) All cheques issued must be signed by two of the officers of the PTA.
- d) The bank account signing mandate will be updated with the bank if any of the officers leave their posts.

5.2 Fundraising:

Discussion will take place between the PTA and staff of the school each year to determine what fundraising, if any, might be beneficial to the school.

All fundraising events must receive the prior approval of the Board of Management for insurance reasons.

5.3 Financial Administration if PTA is dissolved:

In the event of dissolution of the PTA, control of all financial resources/assets shall pass immediately to the Board of Management and shall be disposed of at the sole discretion of the board.

6. General Matters of the Association:

6.1 Constitutional Amendments:

- a) Fourteen days written notice must be given to members of the association if constitutional amendments are proposed.
- b) The wording of the amendment must be published and freely available for a period of fourteen days prior to the motion being considered and voted on.
- c) Motions to amend the constitution may only be voted on at an AGM or an EGM. Two thirds majority of those in attendance at the Annual General Meeting or at an Extraordinary General Meeting is required.
- d) A paper ballot will be held to vote on amendments to the constitution at the AGM/EGM.

6.2 Confidentiality:

- a) All members of the PTA committee are expected to maintain and treat all matters relating to school business, pupils, parents, staff etc. as strictly confidential.
- b) All members of PTA committee will sign the PTA Constitution annually.

6.3 Removal of an Elected Member of the PTA Committee

Any elected member of the association may seek the removal of another elected representative but must use the mechanisms of an Extraordinary General Meeting to pursue such a matter.

A two thirds majority shall be required to pass such a motion.

6.4 PTA Association Dissolution:

The association may be dissolved by an EGM duly convened for the purpose, provided that a resolution to dissolve the association shall be carried by a majority of four-fifths of those in attendance at such a Special Meeting.