



PARENTS' ASSOCIATION CONSTITUTION



Presentation Secondary School, Milltown, Co. Kerry.

School Mission

Our school is a Catholic school which aspires to the full development of all its members according to Christian Principles. Every effort is made to ensure that each student develops according to his/her talents and potential: physically, spiritually, emotionally, intellectually.

We aim to develop fully integrated people who are aware of their own dignity as persons, who have Christian values, who are reliable, trustworthy, honest, truthful, caring, prayerful, devoted to duty, lovers of God and of neighbour; people who are prepared to reach out to those less fortunate than themselves.

(1) The Name

- i. The name of the Association shall be the "Presentation Secondary School, Milltown Parents' Association", hereafter referred to as the Parents' Association.
- ii. Presentation Secondary School, Milltown Parents' Association operates under the name of Presentation Secondary School, Milltown. Therefore, the actions and activities of the Parent's Association are subject to the approval and oversight Board of Management of Presentation Secondary School, Milltown.

(2) The Aims of The Parents' Association

- i. To assist in furthering the objectives of the school.
- ii. To provide a forum to inform and consult parents regarding school policy, plans and activities and to communicate parents' views on such issues to the school Principal. However, the Parents' Association will not be involved in matters relating to the internal administration of the school.
- iii. To encourage and facilitate the participation of parents in promoting the well-being and interests of the students of the school.

(3) Membership

- i. All parents and guardians of students currently attending Presentation Secondary School, Milltown shall be deemed to be members of the Parents' Association.

(4) Annual General Meeting

- i. An Annual General Meeting (AGM) of the members of the Parents' Association shall be held annually, where possible, before the end of October.
- ii. At least ten days' notice of the date of the AGM shall be given to the members of the Parents' Association.
- iii. A report on the activities of the Parents' Association and on its financial position shall be presented to the AGM
- iv. Members of the Parents' Association present at the AGM shall elect an Executive Committee including officers of the Association, namely a Chairperson, Vice Chairperson, Secretary and Treasurer. 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. 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.
- v. Amendments to the constitution should be passed by a simple majority of those attending the AGM. Notice of any proposed amendments should be submitted in writing to the Secretary, in advance of the AGM.

(5) Executive Committee

- i. The business of the Parents' Association shall be carried out by an executive committee, hereafter called the Committee.
- ii. 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.
- iii. The Secretary shall record the minutes of the meeting for approval at the next meeting.
- iv. The Committee shall hold at least one meeting each term.
- v. Fifty percent of its membership shall constitute a quorum for any Committee meeting.
- vi. If a member does not attend three consecutive Committee meetings, without good reason, he/she will be deemed to have resigned from the Committee.
- vii. The Principal and another representative of the school shall be ex-officio members of the Committee, but will not carry voting rights.
- viii. In the event of a member of the Committee resigning the Committee may co-opt another parent/guardian to the vacancy until the next AGM.
- ix. The Committee may, at its discretion, set up any sub-committee it deems necessary for specific purposes.
- x. All decisions of the Committee shall be decided by a simple majority of all members voting on an issue and in the event of a tied vote the Chairperson shall have a casting vote.

(6) Finances

- i. All funds raised by the Parents' Association will be used to further the aims of the Parents' Association in line with the ethos and needs of the school and its students. All funds include any surplus of income over expenditure, which will be included as part of the school annual accounts to be sent to FSSU. The Committee will endeavour to maintain a modest surplus at the end of each financial year.
- ii. 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.
- iii. The accounts shall make provision for expenses incurred and not yet paid, and income earned and not yet received.
- iv. A copy of the annual financial accounts shall be forwarded to the Board of Management once approved by the Parents' Association.
- v. The Committee shall prepare an income and expenditure plan for each year no later than 1st December of that year.
- vi. Cheques drawn on the Parents' Association account shall be signed by two signatories. Authorised signatories shall be the Principal and the Treasurer, or in the absence of the Treasurer, another nominated Officer of the Committee.

(7) Board of Management Parent Nominees

- i. In line with the Articles of Management for Secondary Schools the Principal, in consultation with the Committee, will organise an election process for parent nominees to the Board of Management.
- ii. All parents/guardians of students currently attending Presentation Secondary School shall be eligible for nomination as Parent Nominee.
- iii. Notice of vacancies shall be sent to all parents/guardians each of whom shall be eligible to offer themselves for nomination.
- iv. If more than two candidates offer themselves for selection an election by secret ballot shall take place with all parents/guardians 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.
- v. Parent nominees to the Board of Management shall be deemed to be ex-officio members of the Committee.

(8) Miscellaneous Provisions

- i. An Extraordinary General Meeting (EGM) may be called at the written request, of not less than fifty parents of existing students. The request should state clearly the reason for the meeting. Such a meeting will be convened within 30 days of receipt of a properly constituted request, provided the matter falls within the remit of the Parent's Association. Fifty parents shall constitute a quorum for the EGM.
- ii. This Constitution shall be reviewed by the Committee at least every 5 years and proposed for adoption at an AGM.
- iii. In the event of the dissolution of the Association, all its assets shall pass to the Board of Management.