

Sample Guidelines for a Local Parent Association Constitution.

1. NAME: The name of the Association/Council shall be “.....”

2. OBJECTIVES: The Objectives of the Association/Council shall be:

(i) The advancement of the moral, mental, social and cultural well being of the students of the -----
-----/----- (Vocational & Community Colleges , Catholic, Christian Brother, Community &
Comprehensive, Co-op of Minority Religion & Protestant, and of the community generally.

(ii) The fostering of good relations between parents, teachers, students and the school authorities.

(iii) The election of parents’ nominees to the Board of Management.

3. MEMBERSHIP: All parents or legal guardians of students attending the school shall be automatic members of the Association/Council

4. AFFILIATIONS: This Association/Council is affiliated to Parents Associations of -----/-----
----- Schools.

5. GENERAL MEETINGS:

(i) The Annual General meeting shall be held during October of each year.

(ii) The executive committee shall call extraordinary General Meetings when the executive committee deems it desirable or when a written request to call an Extraordinary General Meeting is received by the Executive Committee, signed by at least 50 parents.

(iii) Public Notice shall be given fourteen days in advance of a General Meeting.

(iv) General Meetings shall be chaired by the President, or in the absence of the President by the Vice President. Otherwise the Executive Committee shall elect one of its members to chair the meeting.

(v) A quorum for a General Meeting shall be...parents.

6. EXECUTIVE COMMITTEE:

(a) An Executive Committee shall administer the affairs of the Association/Council from the members of the Association/Council. The Committee shall consist of at least twelve members who shall be elected each year at the Annual General Meeting. The Parents’ nominees to the School Board of Management shall be ex officio members of the committee

(b) The committee shall appoint from among its elected members the officers of the Association/Council: President, Vice-President, Hon. Secretary, and Hon. Treasurer.

(c) The committee shall have power to co-opt members to fill any vacancies which occur on the committee.

(d) The Executive Committee shall meet each month from September to June (inclusive) and on such other occasions as it is deemed necessary by the Executive Committee. The quorum for such meetings shall be 50% of the members of the Executive Committee.

(e) The Executive Committee may invite to General meetings or to committee meetings such persons as the Committee decides.

(f) Minutes of all meetings shall be kept by the Hon. Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.

(g) The Executive Committee shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Association/Council and shall report to the Executive Committee.

7. ELECTION OF PARENTS' REPRESENTATIVES TO THE BOARD OF MANAGEMENT:

(a) In accordance with the rules governing nomination of Parents' Representatives to the School Board of Management, the Association/Council shall conduct an election to nominate the Parents' Representatives to the Board of Management.

(b) Notice of election shall be given to all parents one month in advance of the date of the election.

(c) Nominations of Candidates shall be submitted to the Executive Committee at a Special General Meeting of the Association/Council.

8. This Constitution may be amended from time to time at a General Meeting of the Association/Council. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.

9. An Annual Subscription shall finance the Association/Council. The amount of subscription and method of payment shall be decided from time to time by a General Meeting on the advice of the Executive Committee.

10. OFFICIAL STATEMENTS AND REPRESENTATIONS:

No member of the Association/Council other than the President or member nominated either by the President or by the Executive Committee shall make any official or public statement or representation on behalf of the Association/Council.

11. LIAISON WITH SCHOOL AUTHORITIES:

Liaison with School shall normally be maintained through correspondence by the Secretary, or by deputation nominated by the President or Executive Committee, with the Principal or the school and/or his nominees.

The Executive committee may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.

12. The Association/Council in discharging its functions recognise that the examination and resolution of problems relating to individual pupils or parents will be for determination between the individual pupil and/or his parents and the School Authorities.

The Association/Council also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.

13. The Executive Committee shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

14. WINDING UP:

Winding up of the Association/Council shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the winding up of the Association/Council any assets on hand shall be presented to the Board of Management for school purposes.