

## **THE CONSTITUTION OF THE PARENT-TEACHER ASSOCIATION OF "HANSFIELD EDUCATE TOGETHER NATIONAL SCHOOL"**

### **The Purpose of the Parent-Teacher Association**

The purpose of the Parent-Teacher Association is to provide a structure through which the parents/guardians of children attending Hansfield Educate Together National School can work together for the best possible education for their children. The Parent-Teacher Association will work with the Principal, staff and Board of Management to build effective partnership between home and school.

Under the Education Act, 1998 Section 26. -

(1) The parents of students of a recognised school may establish, and maintain from among their number, a parents' 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 a school in cooperation with the board, 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)

(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 with guidelines issued by that national association of parents with the concurrence of the Minister.

### **The Aim of the Parent-Teacher Association**

The aim of the Parent-Teacher Association is to enable parents to play their part in ensuring provision of the best possible education for their children and that this is achieved through the Association's programme of activities.

The Parent-Teacher Association will promote the interests of the students in cooperation with the Board of Management, Principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

## **The Work of the Parent-Teacher Association**

The Parent-Teacher Association will undertake a programme of activities which will promote the involvement of parents and which will support pupils, parents and school staff. In planning its activities, the Parent-Teacher Association will consult with the school Principal.

## **The Membership of the Parent-Teacher Association**

All parents or guardians of children attending Hansfield Educate Together National School will be deemed to be members of the Parent-Teacher Association.

## **The committee of the Parent-Teacher Association**

The members of the Parent-Teacher Association will elect a committee with a maximum of 16 and a minimum of 8. This committee will have responsibility for representing the parents of Hansfield Educate Together National School and managing the activities of the Parent, Teacher Association. A quorum of half plus one is necessary for decisions to be passed.

## **Subcommittees**

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions; they remain at all times accountable to the main committee.

## **The Election of the Parent-Teacher Association committee**

The members of the committee will be elected each year at the AGM of the Parent-Teacher Association.

Each member will be elected for one year. At the AGM all committee members step down, but they can be re-elected as long as they continue to be eligible to serve, that is as long as they continue to be a parent or guardian of a child in the school.

No member of the committee will hold the same officer position for more than three consecutive years.

## **Structure of the Parent-Teacher Association.**

### **Membership**

The membership of the Parent-Teacher Association shall be deemed to be all parents and guardians of pupils enrolled in the school without the necessity of any formal application to the Parent-Teacher Association. Any member of the Parent-Teacher Association shall be entitled to attend the annual general meeting (AGM) and vote on all motions.

## Structure

The AGM of the members is the governing body of the Parent-Teacher Association.

- The AGM of the Parent-Teacher Association (PTA) will be held during the month of September each year;
- At least seven days notice of the AGM shall be given to the members of The Parent-Teacher Association.
- Any member of the PTA shall be entitled to be a member of the committee by simply subscribing their names to the role of committee members at the AGM.
- The school principal and teachers nominee shall be ex-officio members of the committee but shall not be officers of the PTA subject to the constitution and the decisions and authority of the AGM.
- Motions at the AGM will be decided by a simple majority.
- The committee shall elect officers for the PTA from its own members at the first meeting after the AGM.
- These officers will consist of:
  - Chairperson
  - Secretary
  - Treasurer
- The Parent-Teacher association recognises that the association is not a forum for complaints about teachers and will encourage parents to follow the complaints guidelines in the school.
- The Parent, Teacher Association will affiliate with the National Parents Council annually.
- The committee may set up a sub-committee for specific purposes. These sub committees may include individuals who are not members of the committee.

This constitution may only be changed by a two thirds majority of the ordinary members present voting in favour of such change at an AGM of the PTA or at an extraordinary general meeting (EGM) called for that purpose.

### **The Work of the committee of the Parent-Teacher Association**

The Parent-Teacher Association committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body.

The Parent-Teacher Association committee may advise the Principal and Board of Management on any matters relating to the school in accordance with the Education Act, 1998,26a.

The committee is the team that will manage the tasks of the association on behalf of the parent body (the members).

The committee will agree that work they do on behalf of the committee is not for personal gain and may not be used in portfolios, projects etc.

Members of the Committee are expected to attend as many meetings as possible and are expected to attend and help at PTA events. Members who are absent from both are subject to exclusion from the committee in place of someone who is available and willing to partake in meetings and events.

The committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.

The committee will be responsible for seeing that activities are run in an efficient and effective way.

The committee will consult with the school Principal and Board of Management when planning the programme of activities for any particular year.

The committee will arrange with the Principal and Board of Management a system for ongoing communication.

At the annual general meeting (AGM) the committee will report to the parent body (the members) about its work.

The committee will manage and account for any funds collected or expended by the Parent-Teacher Association, and make a financial monthly report to the Board of Management.

### **Finance**

The Parent-Teacher Association committee will finance the activities of the Parent Association through fundraising.

A Treasurer will be appointed from among the committee members and will be responsible for keeping account of the income and expenditure of the Parent-Teacher Association finances.

The Treasurer will give a statement of income and expenditure at each committee meeting, which will be made available to the Board of Management.

A written statement of income and expenditure will be given at the AGM and a copy will be forwarded to the Board of Management for their information.

The Parent-Teacher Association will keep a bank account in its name. Each cheque issued requires two signatures. The Treasurer and at least one other assigned member of the committee must sign all cheques drawn on the account. The use of the PTA debit card must be approved by the treasurer in advance.

### **Fundraising for the School**

Fundraising for the school by the Parent-Teacher Association will be done with the prior agreement of the Board of Management. The Parent Association committee will agree with the Board of Management as to the specific purposes for which funds are to be raised by the Parent Association.

### **Membership of National Parents Council Primary**

The Parent-Teacher Association will maintain membership of National Parents Council Primary by annual subscription.

### **Changing the Constitution**

Changes to the constitution can be made at the AGM or, if for an urgent reason, an EGM can be called for that specific purpose.

Proposals to change the constitution must be submitted in writing to the Parent-Teacher Association committee. The Parent-Teacher Association committee will then circulate these proposals to all parents before the AGM/EGM. All parents of children in the school at the meeting are eligible to vote on the proposals.