

Abbey Vocational School Parents' Association Constitution 2017

For the purposes of this document the definition of a “Parent” is the legal definition taken from the Education Act 1998. Parent – includes a foster parent, a guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other person acting in loco parentis who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts 1952 to 1998 or where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.

The Constitution of the Parents' Association is as follows:

1. The Name

- i. The name of the Association shall be the Abbey Vocational School Parents' Association hereafter referred to as the Parents' Association.**

2. The Aims of The Parents' Association

- i. To adopt a programme of activities which will promote the involvement of parents in the operation of the school, in consultation with the Principal.**
- ii. To assist in furthering the objectives of the school.**
- iii. 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.**
- iv. To encourage and facilitate the participation of parents in promoting the well-being and interests of the pupils of the school.**
- v. To work, through affiliation, with regional or national bodies representing parents where such affiliation would be in the best interests of the pupils, school and parents. The decision to affiliate to any such body will be at the discretion of the Committee.**

2. Membership

- 1. All parents and guardians of pupils of the Abbey Vocational School shall be deemed to be members of the Parents' Association.**

2. Executive Committee

- i. The business of the Parents' Association shall be carried out by an executive committee, hereafter called the Committee.**
- ii. Members of the Committee shall be elected for a period of three years at the AGM.**

- iii. If a member does not attend three consecutive Committee meetings, without good reason, he/she will be deemed to have resigned from the Committee.
 - iv. The Principal and another representative of the school shall be ex-officio members of the Committee with no voting rights.
 - v. In the event of a member of the Committee resigning, the Committee may co-opt a parent/guardian to the vacancy until the next AGM.
 - vi. At its first meeting the Committee shall elect, for a term of one year, Officers of the Association, namely Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer from amongst its members. A simple majority will determine the outcome of the election for these posts. In the event of a tie the matter shall be decided by the drawing of lots. The Officers may hold the positions for a maximum of three successive years but must be re-elected by the members of the Committee each year. 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.
 - vii. 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.
 - viii. The Secretary shall record the minutes of the meeting for approval at the next meeting.
 - ix. The Committee shall hold at least one meeting each term.
 - x. Forty percent of its committee members shall constitute a quorum for any Committee meeting.
 - xi. The Committee may, at its discretion, set up any sub-committee it deems necessary for specific purposes.
 - xii. 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.
3. Annual General Meeting
- i. An Annual General Meeting (AGM) of the members of the Parents' Association shall be held before the end of October each year.
 - ii. At least two weeks' notice of the date of the AGM shall be given, in writing, to the members of the Parents' Association. The notice shall include the agenda for the AGM.
 - iii. A report on the activities of the Parents' Association and on its financial position shall be presented to the AGM.
 - iv. Any amendment 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, not later than two weeks before the due date of the AGM.

4. Finances

- i. The Committee shall apply all funds raised by it to further the aims of the Parents' Association. All funds include any surplus of income over expenditure. The Committee will endeavour to maintain a surplus at the end of each financial year.
- ii. Fundraising for the school by the Parents Association will be done with the prior agreement of the Board of Management
- iii. The financial year for the Parents' Association accounts shall be first day of September to the last day of August each year. 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.
- iv. A copy of the annual financial accounts shall be forwarded to the Board of Management once approved by the Parents' Association.
- v. Cheques drawn on the Parents' Association account shall be signed by any two of the following three signatories namely the Chairperson, Secretary and Treasurer.

5. Board of Management

- i. The Parents' Association with the assistance of the Principal shall organise the nomination, from the members of the Parents' Association, of two parent nominees, one male and one female, to the Board of Management.
- ii. The Parent Nominees shall be selected for the period of the BOM. In the event that a parent nominee no longer has a child at the school, that parent should be replaced on the BOM.
- iii. All members of the Parents' Association shall be eligible for selection as Parent Nominees.
- iv. Notice of vacancies shall be sent to all members of the Parents' Association each of whom shall be eligible to offer themselves for nomination.
- v. If more than two candidates offer themselves for nomination an election shall take place with all members of the Parents' Association being eligible to vote on the basis of one vote per household. In the event of a tie, further ballots will take place until successful candidates have been elected.
- vi. Parent Nominees shall be deemed to be ex-officio members of the Committee and as parents will have voting rights.

6. Miscellaneous Provisions

- i. An Extraordinary General Meeting (EGM) may be called at the written request, of not less than twenty five parents of existing pupils in the then current school

year. 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. Thirty five parents shall constitute a quorum for the EGM.

- ii. This Constitution may be reviewed and amended from time to time at a General Meeting of the Association. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.**
- iii. In the event of the dissolution of the Association, all its assets shall pass to the Board of Management.**