

Nun's Cross National School

Parent Teacher Association Constitution

The purpose of the PTA:

The purpose of the PTA is to provide a structure through which the parents/guardians of children attending Nuns Cross National School can work together for the best possible education of their children. The PTA will work with the principal, staff and board of management to build an effective partnership between home and school.

The Aims of the PTA:

1. To act as a channel of communication between the parents and staff on matters of interest to both.
2. To foster greater involvement and awareness by parents in the education of their children
3. To represent the views of parents on matters of local educational significance.
4. To raise funds for the benefit of pupils.
5. To encourage networking amongst parents through social events.

The PTA shall have no power to discuss individual cases. It is not authorised to interfere with the duties or discipline of the principal.

Membership of the PTA:

All parents / guardians of children attending Nuns Cross NS, the principal and teaching staff will be deemed to be members of the PTA.

Membership of the PTA Committee:

- The members of the PTA will elect a number of members who will have responsibility for managing the activities of the PTA. This team will serve as the committee of the PTA.
- All committee members shall be elected at the AGM at the beginning of the school year. Committee members must be proposed and seconded by the members of the association. The school teaching staff shall nominate one of the teachers to become a member of the committee. Every member must resign each year and be re-elected.

- The chair will be decided at the AGM. The previous secretary will do the minutes for the AGM and step down at the end of the meeting.
- The incoming committee will elect the following officer posts at the first committee meeting of the year: Vice Chairman, Secretary and Treasurer. Officer posts may be held for no longer than 3 consecutive years.
- The 2 parent representatives on the board of management are automatically members of the committee but may not hold an officer post.
- There shall be a minimum of 6 and a maximum of 10 members of the committee.
- 4 committee members, including one officer, will constitute a quorum.
- The committee may set up sub-committees for specific purposes. These sub-committees may include individuals who are not members of the committee.

Work of the Committee:

The committee is the team that will manage the tasks of the association on behalf of the members. The committee will draw up a plan for the activities of the association, in consultation with the 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 when planning the programme of activities for the year. The committee will arrange a system for ongoing communication. At the AGM the committee will report to the members about its work. The committee will manage and account for any funds collected by the parent association.

Meetings:

There will be 1 general meeting of the PTA each year where all members will be invited to attend – the AGM at the start of the school year. One weeks notice of all meetings will be given to all members. Items to be included on the agenda must be given in writing to the PTA secretary. The agenda will be circulated prior to the meeting.

A 75% majority is needed for PTA decisions to be agreed at the AGM. The voting is limited to one vote per family and it is necessary to be present at the meeting in order to vote.

In addition, the PTA committee will hold a minimum of 1 meeting per term.

An EGM (Extraordinary General Meeting) may be held during the year in the event of any important decisions or other urgent business which need to be brought to the

attention of all members of the Parent/Teacher association. An EGM may be called either by a majority decision of the Committee or by a written request signed by at least 25% of members. All members may attend an EGM

Finance:

On appointment from among the committee members, the treasurer will be responsible for keeping the accounts of the PTA finances.

Moneys of the PTA will be held in the Board of Management bank account. All money shall be used solely for the furtherance of the objectives of the association. A written statement of the finances will be presented at the AGM.

Fund raising for the School:

Fund raising for the school by the PTA will be done with the prior agreement of the school authorities.

Membership of National Parents Council Primary:

The parent association will affiliate to National Parents Council Primary annually.

Changing the Constitution:

Changes to the constitution can be made at the AGM. Proposals/motions to change the constitution must be submitted in writing to the PTA committee up to two weeks before the AGM. The PTA committee will then circulate these motions to all parents before the AGM.