

Constitution for Kildare Place School Parent Teacher Association.

Date Adopted:

This Constitution was adopted at the PTA EGM on 14th of May 2015.

1. Name of the Association

- 1.1. The name of the Association shall be the Parent Teacher Association of Kildare Place School, Rathmines.

2. Aims of the Association

- 2.1. To promote and encourage co-operation between parents, teachers and the Board of Management.
- 2.2. To provide a forum for discussion of issues, relevant to association members.
- 2.3. To exchange ideas and promote understanding between parents and teachers.
- 2.4. To inform parents of developments in education.
- 2.5. To assist in extra-curricular and leisure / sporting activities of pupils.
- 2.6. To assist in raising funds to provide financial support for the school.

3. Membership

- 3.1. Membership of the Association, with full voting rights, shall be open to all parents and guardians of pupils attending the school, and to all members of the teaching staff.

4. Subscription

- 4.1. If an annual subscription is deemed necessary, the amount shall be determined at the AGM.

5. AGM

- 5.1. The AGM shall be held in the Christmas term. Twenty-one days notice of the AGM shall be given to each family, the teachers and the Board of Management.
- 5.2. All proposals shall be notified to the Secretary, in writing, fourteen days prior to the AGM.
- 5.3. The following shall take place:
 - 5.3.1. Report by the Chairperson
 - 5.3.2. Statement of the accounts by the Treasurer
 - 5.3.3. Report by the Principal

- 5.3.4. Election of new committee members
- 5.3.5. Election of parent representatives for the Board of Management (if required)
- 5.3.6. Election of class reps
- 5.3.7. Any other business (submitted in accordance with xxx above)

- 5.4. Any proposal to amend the Constitution shall be circulated to all members at least two weeks before the AGM. If the amendments are to be accepted, the changes must be put to a vote and must be passed by a simple majority at the AGM.

6. Committee

- 6.1. A Management Committee of the Association shall be elected annually at the AGM. This shall consist of the following:
 - 6.1.1. A minimum of six (6) and a maximum of eight (8) parents or guardians.
 - 6.1.2. Two teachers, who shall be elected by the staff.
 - 6.1.3. The Principal of the School.
- 6.2. No more than one parent or guardian from the same family may stand for election to the Committee in the same year.
- 6.3. All members of the Committee shall retire each year, but subject to the conditions set out hereunder, shall be eligible for re-election.
- 6.4. No member of the Committee may serve for more than three consecutive years.
- 6.5. In each year, at least two members of the retiring Committee shall not go forward for re-election.
- 6.6. In the event of all parent or guardian members of the Committee being available for re-election, the two members with the longest period of service prior to the election shall be the two members who shall not go forward for re-election in that year.
- 6.7. In the case of more than two members having the same period of service, the two members not to go forward for re-election shall be determined by lot.
- 6.8. The Committee may co-opt up to two additional members if it so desires. In addition, vacancies occurring on the Committee between Annual General Meetings may be filled by the Committee by co-opting members of the appropriate category.
- 6.9. The Committee may, on occasion, establish sub-committees in order to deal with specific tasks or topics within the remit of the Association. The members of such sub-committees shall be appointed by the Committee, and will report to it. The membership of such sub-committees may include persons who are not members of the elected Committee.
- 6.10. The Committee shall elect its own officers (Chairperson, Secretary, Treasurer) at its first meeting which shall be convened by the outgoing Chairperson for a date not more than three weeks after the AGM.
- 6.11. Minutes of the meetings of the committee shall be available for the inspection in the school by any parent, guardian or member of staff as soon as practicable after such meetings.

7. Quorum

7.1. The quorum for committee meeting shall be five – of which two must be teaching staff.

8. Dissolution

8.1. The Association may be dissolved by an Extraordinary General Meeting duly convened for the purpose, provided that a Resolution to dissolve the Association shall have been carried by a majority of four-fifths of the votes recorded at such Extraordinary General Meeting. Any surplus funds which may be in hand at the time of the dissolution shall be handed over to the Board of Management of the school.

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