



**Abbey Community College
Parent's Association
Constitution**

Name:

The Association shall be called "Abbey Community College Parents Association".

Aim:

The aim of the Parents' Association is to provide a forum for the parents/guardians of Students attending Abbey Community College to work together, in partnership with the Principal, Board of Management and the whole school community, to help provide the best possible education for children in the school in accordance with the Education Act 1998.

Objectives:

The objectives of the Association shall be:

1. The advancement of the wellbeing of the students of the College in the most holistic way possible.
2. To provide opportunities for parents to exchange ideas and information with the teaching staff on the education of their children and to discuss issues of mutual interest.
3. To raise funds and to utilise the funds in agreement with the Principal and the Board of Management.
4. To assist in the provision of extra-curricular activities, as requested by the school.

Membership:

1. Association Membership:

All parents or legal guardians of children attending Abbey Community College shall be automatic members of the Parents' Association.

2. Committee Membership:

The members of the Parents' Association will elect a Committee each year at the AGM of the Parents Association.

Committee Management:

1. The Committee will have responsibility for representing the parents of Abbey Community College and managing the activities of the Parents' Association in an efficient and effective way.

2. The association shall not have power to deal with complaints against members of the school staff- lay or religious. Such complaints are to be taken directly to the principal by the parents concerned.

3. The Association shall not interfere with the purely professional aspects of school administration and work.
4. The members of the committee will be elected each year at the AGM, by a process of a parent/Legal guardian voluntarily putting their name forward. A parent/legal guardian who cannot attend in person at the AGM, may put their name forward by proxy.
5. At the AGM, officers will be elected to the following positions: Chairperson, Secretary, Treasurer, Vice Chairperson & PRO.
These five will then be referred to as Officers of the Committee. No Committee member shall hold the same officer position for more than 3 consecutive years, unless agreed at the AGM.
6. Officer Positions: Persons putting their names forward for officer positions must be proposed and seconded. Where two or more persons are going forward for a position, a vote will be held in the form of a paper ballot.
7. It is recommended that all elected officers should have been a committee member for 1 year prior to their election as an officer.
8. Each member will be elected for one year. Members may go forward for election for a further year providing they have a child in the school.
9. The full committee should have a minimum of 12 members.
10. It is recommended that the committee meet a minimum of once per term.
11. Parent representatives elected to the Board of Management are automatically members of the Committee, they are entitled to vote on matters arising, but will not hold an officer position on the Committee.
12. Should a member fail to attend for three consecutive committee meetings without a prior apology he/she shall be deemed to be no longer a serving member of the committee. Prior apology in writing to the secretary (email acceptable).
13. In the event of a vacancy arising during the year, the Committee will have the power to co-opt additional members to the Committee.

Annual General Meeting:

1. The Annual General Meeting shall be held during the first two months of the academic year.
2. Public notice shall be given in advance of a general meeting.
3. The Agenda for the AGM shall be prepared 7 days prior to the AGM. Any items for inclusion should be with the Secretary 10 days prior to the AGM.

Right to Attend Meetings:

The Principal of the school shall be invited to attend all meetings of the Association. Should the Principal be unable to attend any meeting he/she shall have the right to nominate the deputy principal to attend as his/her substitute. In addition, the nominated teacher rep. is also invited to attend. The principal and the teachers'

representative shall not vote on any matter arising during the business of a meeting but shall have the right to speak at the meeting. The principal and the teachers' representative are invited to attend the meeting to present their reports at the start of the meeting. Following these reports the Parents Association meeting resumes.

Subcommittee & co-options:

Subcommittees can be set up for a particular task. They may also co-opt people from the general parent body or otherwise to assist in their work. They are accountable to the main committee.

Quorum:

A quorum at a meeting of the committee shall consist of a minimum of 6 members. 33% plus one member shall form a quorum of the committee.

Members who wish to have a suggestion considered by the committee should formally propose it for a decision. Every proposal put forward shall be decided by a majority of votes of the members present. In the case of an equality of votes, the Chairperson shall have a second or casting vote. In the case of an item/issue failing to be resolved over several proposals, the issue will be put to a vote, by the entire parent body at an EGM called for that specific purpose.

Finance:

A Treasurer will be appointed from the committee and will be responsible for keeping the accounts of the parents association. A written statement of income and expenditure will be given at the AGM. The parents Association will keep a bank account in its name. The Treasurer and at least one other member of the committee must sign for withdrawals from the account. All purchases /spending of the association funds shall be authorised by a majority vote of the committee.

National Parents Council (NPC):

Abbey Community College Parents Association, may affiliate itself to the National Parents Council(NPC) or The Parents Association for Vocational Schools and Community Colleges (NPAVSCC)

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 Association Committee.

The Parent 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. The constitution should be reviewed on a regular basis, in order to maintain relevancy with current best practice.

Confidentiality:

Matters may arise at meetings that should be kept confidential, it is important that this confidentiality is respected.

This constitution comes into effect on 2nd December 2013 and supersedes all previous Constitutions for Abbey Community College Parents Association.