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The Constitution of Athy College Parents Association

December 2019

1. Name

The body shall be known as **Athy College Parents Association**

2. Objectives

The objectives of the Association shall be:-

- a) the advancement of the moral, mental, social and cultural well being of the students of Athy College
- b) to foster greater involvement and awareness by parents in the education of their children
- c) the fostering of good relations between parents, teachers, students and the school authorities.

3. Membership

All parents or guardians of students of Athy College currently attending the school are automatic members of the school's Parents Association

4. General Meetings

- a) an Annual General Meeting (A.G.M.) shall be held early in the first term each year
- b) two weeks' notice of the date and venue of the A.G.M shall be given to all parents
- c) an Extraordinary General Meeting may be called on presentation to the President or Secretary of a demand signed by at least two-thirds of members present. Two weeks notice of such a meeting shall be given to members of the association
- d) with the exception of alterations to the constitution decisions of General Meetings will require a simple majority of members present
- e) General Meetings shall be chaired by the President, or in the absence of the President by the Vice President. Otherwise, the Executive Committee shall elect one of its members to chair the meeting.

5. Executive Committee

- a) the Association shall elect an executive committee at the A.G.M. Parents representatives must be proposed and seconded by members of the Association or can step up voluntarily

- b) the school teaching staff shall be invited to become members of the committee. The Principal, Vice Principal and Home School Liaison Officer of the school shall be ex-officio members of the committee. All members of the committee will retire after 2 years but shall be eligible for re-election
 - c) the Committee shall have the power to co-opt further members to fill any vacancies and also to set up sub-committees as necessary. The Executive Committee shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Association and shall report to the Executive Committee
 - d) the incoming committee will elect officers of the Association at its first meeting, a parent should serve one year as a committee member before seeking election to the officeholder.
 - e) the officers of the Association shall be President, Vice-President, Hon. Secretary, Hon. Vice Secretary and Hon. Treasurer
 - f) the officers of the Association will be elected for two years but 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 student in the Athy College
 - g) the committee should meet at least once each term during the school year
 - h) one-third of the members including at least one officer shall constitute a quorum,
 - i) minutes of all meetings shall be kept by the Hon. Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.
6. This Constitution may be **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.

7. Finance

- a) the monies of the Association will be held in a bank account which will be kept in credit at all times. Cheques to be signed by the Treasurer and one other officer
- b) accounts shall be used solely for the furtherance of the objectives of the Association
- c) in the event of the Association's dissolution, any outstanding funds shall be given to the Principal to be used for the benefit of the students.

8. Official Statement and Representation

No member of the Association other than the President or member nominated either by the President or by the Executive Committee shall make any official or public statement or representation on behalf of the Association.

9. Alterations to the Constitution

- a) this constitution, or any part of it, may be altered, amended or rescinded at either Annual or Extraordinary General Meeting by a vote in favour of the proposed change by more than two-thirds of the members present at the meeting,
- b) any proposal to alter, amend or rescind the constitution must be notified, in writing to the members of the Association at least two weeks prior to the General Meeting.

10. Liaison with School Authorities

Liaison with School shall normally be maintained through correspondence by the Secretary, or by deputation nominated by the President or Executive Committee, with the Principal or the school and/or his nominees. The Executive committee may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.

The Association also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.

11. The Executive Committee shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

12. Winding up of the Association shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the winding-up of the Association, any assets on hand shall be presented to the Board of Management for school purposes.

Amendment history

Constitution Version 1 initial release

Version 1 of the Athy College Parents Association Constitution