



## **Bush Post Primary School Parents' Association Constitution**

### **1.0 Name**

- 1.1. The body shall be known as Bush Post Primary School Parent Teacher Association. The name can be abbreviated as B.P.P.S.P.A

### **2.0 Membership**

- 2.1. All parents or legal guardians of students enrolled in the school shall automatically be members of the Association, unless they notify the secretary of the Association in writing of their desire not to be a member. In the constitution the term "parents" refers to both parents and guardians.
- 2.2. Membership of the Association will also include all members of the Bush Post Primary School Teaching Staff

### **3.0. General Meetings**

- 3.1. An Annual General Meeting (A.G.M.) shall be held early in the first term of each academic year.
- 3.2. One week's notice of the date and venue of the A.G.M. shall be given to all members.
- 3.3. An Extraordinary General Meeting (E.G.M.) may be called on presentation to the Chairperson or Secretary of a demand signed by at least 10 percent of the Association. One week's notice of such a meeting shall be given to members of the Association.
- 3.4. Decisions of General Meetings will require a simple majority of the members present.

### **4.0. Committee**

- 4.1. The Association shall establish a committee and at the A.G.M. Parent representatives must be proposed and seconded by the members of the Association. As far as possible all years of the school should be represented provided there is an opening for that year on the committee.
- 4.2. The school teaching staff shall be invited to nominate two of their number to become members of the committee.
- 4.3. The Principal and the Deputy Principal of Bush Post Primary School shall be ex-officio members of the committee but shall not be eligible for election as officers.

- 4.4. Committee members shall serve for up to three years. Any member whose three year term has expired from the committee may seek election for a further three years, provided they are still eligible.
- 4.5. Following a second consecutive term, the committee members must step down for a minimum of one year.
- 4.6. No member is eligible to continue on the committee when they have no child in the school.
- 4.7. New members can be co-opted to the committee for the remainder of that year.
- 4.8. The committee shall have the power to set up sub-committees as it sees fit.
- 4.9. The incoming committee will elect officers of the Association at the first meeting of the year.
- 4.10. The committee shall consist of at least eight members and not more than twenty members.
- 4.11. The officers of the Association shall be Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer and PRO. Additional officers can be added should the need arise.
- 4.12. The officers of the Association may serve as elected for a maximum term of three years. Following this term, they may seek re-election as an officer provided they are still eligible.
- 4.13. The committee should meet at least four times per year. Additional meetings may be convened where deemed necessary.
- 4.14. One third of the committee including at least one officer shall constitute a quorum.
- 4.15. Decisions of the committee shall be decided by a simple majority of all members voting following full and frank discussions. In the event of a tied vote the chairperson shall have a second and deciding vote.

## **5.0. Objectives of the Association**

- 5.1. The objectives of the Association are as follows:
  - 5.1.1. To promote the general welfare and wellbeing of the Students of Bush Post Primary School.
  - 5.1.2. To promote the education of the students.
  - 5.1.3. To promote good relations, communications, understanding, and Co-operation between parents, teachers and the school authorities.
  - 5.1.4. To encourage parents to take an active interest in Bush Post Primary School and foster greater involvement and awareness by parents in the education of their children.
  - 5.1.5. To promote and support the ethos of Bush Post Primary School.
  - 5.1.6. To provide opportunities for discussion, information and consultation about matters of common interests to parents, teachers and students of the school.
  - 5.1.7. To inform and consult parents about the plans and activities of the Association.
  - 5.1.8. To inform, consult and promote debate on local educational issues.

5.1.9. To represent the views of parents in regard to school policies and activities.

5.1.10. To raise funds for the benefit of the students of Bush Post Primary School.

## **6.0. Finance**

6.1. The Association will hold all monies in a bank account / credit union as approved by LMETB which will be kept in credit at all times.

6.2. All transactions will be authorised by both Treasurers and one other officer of the committee if required by the bank.

6.3. Accounts will be prepared annually and submitted at the A.G.M. and reported to the BOM.

6.4. All resources will be used solely/ purchased for the furtherance of the objectives of the Association with the approval of the BOM.

6.5. In the event of the dissolution of the Association, any funds held on deposit will be given to the Principal to be used for the benefit of the pupils of Bush Post Primary School. A signed receipt for this transaction will be obtained from the Principal.

6.6. All monies will be raised with the approval of the BOM and all expenditure in line with public procurement.

## **7.0. Reviewing the Constitution**

7.1. The P.T.A. of Bush Post Primary School will monitor and review the Constitution when required to do so