

**MIDLETON COLLEGE
PARENT TEACHER ASSOCIATION
CONSTITUTION**

[REVISED AND UPDATED APRIL 2019, NEXT REVISION DUE 2024]

1. TITLE:

The association shall be called Midleton College Parent Teacher Association.

2. MEMBERSHIP:

2.1 All parents/guardians/teachers are members of the PTA while they have a child/children at the College or are teaching at the College. Membership ceases when a parent/guardian no longer has a child/children at the College or when a teacher leaves Midleton College.

2.2 The Principal shall be an ex-officio member of the Association.

3. AIMS:

3.1 The MCPTA shall provide the structure through which parents/guardians/teachers of pupils attending Midleton College can work in co-operation with each other and the Board of Management:

- a) to support the ethos and policies of the College
- b) to promote the interests of the pupils
- c) to promote the involvement of parents and teachers in all aspects of school life which will support pupils, parents and staff
- d) to ensure [support] the best possible education of the pupils at Midleton College in accordance with the Education Act of 1998
- e) to encourage social and other activities among members
- f) above all, to have the welfare of the entire school community as its main concern.
- g) [supporting the right of parents to consultation and information on educational policy]
- h) [keeping the parents of the pupils attending the school informed of problems in running the school and of current educational trends]

3.2 The Association may not become involved in matters concerning:

- a) Individual pupils
- b) Individual parents
- c) Individual members of the Boards of Management/Directors/Governors
- d) Individual members of staff
- e) [curriculum]
- f) [appointment of staff]
- g) [decisions about the day to day running of the school]
- h) [individual complaints]

While committee members may advise parents/guardians as to the proper procedure for addressing concerns which may arise in relation to any of the above, it is not the function of the PTA committee to address any of the above at PTA meetings.

4. COMMITTEE:

- 4.1 The activities of the PTA shall be managed by a PTA committee.
- 4.2 The committee shall have a maximum of 12 members and will include 3 members of teaching staff to be elected by the staff prior to the AGM, and 6 parents to be elected at the Annual General Meeting of the Association. The committee thus elected shall, at its first meeting, elect officers who will include a Chairperson, [Vice Chairperson] an Honorary Secretary, [Assistant Secretary] and an Honorary Treasurer [and Assistant Treasurer].
- 4.3 The Principal shall be an ex-officio member of the committee.
- 4.4 The Principal shall nominate 2 additional members to the committee in order to ensure that the committee is fully representative of all aspects of the school's population, and he/she in such nomination shall have regard to boarding, day, rural, urban, male and female student representation on the committee.
- 4.5 Families shall each be limited to one member on the committee.
- 4.6 The committee shall retire each year, but shall be eligible for re-election.
- 4.7 No member may remain on the committee for more than three successive years.
- 4.8 Should a vacancy occur on the committee during the year, the committee may co-opt a member of the Association to fill the vacancy until the next Annual General meeting.
- 4.9 Five members of the committee shall form a quorum at all meetings.
No committee meetings shall take place without the principal or his/her designated representative from the teaching staff or ~~Board of Governors~~ being present.
Sub-committees set up for a specific purpose shall meet as required.

5. MEETINGS:

- 5.1 The Annual General Meeting shall be held during the autumn term each year, normally on the first Tuesday in October, and shall be chaired by the outgoing chairperson on the committee.
- 5.2 The first meeting of the new committee shall normally take place one week after the AGM.
- 5.3 The agenda for the AGM shall be issued with notice of the meeting not less than 14 days before the date of the AGM. It shall include: Minutes of the previous AGM, Treasurer's Report and Adoption of accounts, Chairperson's Report, Election of Committee, ~~Appointment of Honorary Auditor~~, Any Other Business.
- 5.4 Ordinary meetings shall be on the ~~second~~ [first] Tuesday of every month, with additional meetings held as deemed appropriate.
- 5.5 All committee members shall be notified of meetings one week in advance through circulation ~~og~~ [of] the minutes and a copy of the agenda.

- 5.6 [An extraordinary meeting of all parents may be called:
1. On a majority decision of the committee
 2. At the written request of at least 20 parents]

6. VOTING:

- 6.1 All members present at the AGM shall be entitled to vote.
- 6.2 Anyone proposed for the committee must indicate his/her willingness to serve by a) filling out a form sent to them or b) from the floor at the AGM.
- 6.3 Voting for committee members shall be by secret ballot and shall be counted by two members of the Association who have not put their names forward for nomination.
- 6.4 Except in cases of alterations to the constitution, every question at meetings of the Association shall be decided by a simple majority. In the event of an equality of votes, the chairperson shall have the casting vote in addition to the vote to which he/she is entitled as a member.

7. ALTERATIONS TO THE CONSTITUTION:

Proposed alterations to the constitution may be made only at an Annual General Meeting. Notice of such proposals must be sent in writing to the Hon. Secretary at least one calendar month before the date of such a meeting and must appear on the agenda for the meeting. No alteration may be made except by a majority of two thirds of the members present and entitled to vote.

8. FINANCE:

- 8.1 A bank account shall be kept in the name of the Association under the supervision of the Hon. Treasurer. Monies drawn shall require the signatures of the Hon. Treasurer and one other member of the committee.
- 8.2 Any decision that the Association shall donate money or goods to the school shall have the prior approval of the Principal .
- 8.3 The financial year of the Association shall correspond to the [financial year] of the school.

9. DISSOLUTION:

- 9.1 The Association may be dissolved only by an Extraordinary General Meeting especially convened for the purpose and by a resolution carried by a majority of four fifths of the votes recorded in respect of same.
- 9.2 Any surplus funds which may be in hand at the time of dissolution shall be handed over to the school.

[APPENDIX 1 Roles of the Officers

Role of Chairperson

- Familiar with procedures, Education Act, etc.
- Knowledge of constitution.
- Official public representative of Parents' Association.
- The contact person with Chairperson Board of Management, Secretary Board of Management and Principal.
- Presides over meetings.
- Consults with Secretary on agenda.
- Supports Secretary.
- Works closely with Vice-Chairperson.
- Aware of when to refer to others.
- Be respected by members for her/his role.
- Aims for consensus.
- Ensures compliance with official regulations, legislation, etc.
- Elected annually.

Chairperson should:

- Chair impartially.
- Set time for meetings (standing orders).
- Stop repetition.
- Exercise patience and encourage participation by all.
- Keep meeting focused.
- Not allow strong personal beliefs to influence course of meeting.
- Ensure consultation and respect the contribution of all members.
- Establish a communications pathway with all the school's partners (clear reporting structures).
- Ensure that all decisions are taken following adequate consultation.

Role of Secretary

- Convenes all meetings in consultation with the chairperson.
- Liaises with school management, parent body as need arises.
- Acts as recording secretary.
- Only minute decisions taken and record who acts upon these decisions.
- Deals with all communications arising from Parents' Association.
- Is accountable for the ongoing running of the Association.
- Chairperson and Secretary need to act and support each other and act on behalf of the Association between meetings.
- All records should be kept for a minimum of seven years.

Role of Treasurer

- Transparency and accountability.
- Treasurer's report – agenda item for each meeting.
- Keep accounts: Income and Expenditure.
- Reconcile with bank account.
- Bank: minimum two signatories (no pre-signed cheques).
- No payment without invoice.
- Issue receipts for all monies received.
- Audit annual accounts for AGM and Board of Management.

Role of Committee Members

- Receive and read minutes/documentation.
- Keep informed of developments in education and the school.
- Understand implications of decisions taken.
- Value transparency and accountability.
- Value and respect opinions.
- Be a good listener and exercise patience.
- No decisions without full information/knowledge.
- Keep in mind what is best for the students and school.]