

CONSTITUTION OF
INTERMEDIATE SCHOOL KILLORGLIN
PARENTS ASSOCIATION

1. Objectives/Aims:

- 1.1 To promote and foster co-operation between school and home
- 1.2 To encourage parents participation in an advisory and consultative capacity in relation to the school
- 1.3 To promote the educational and welfare interests of all students
- 1.4 To support school activities

Note of Clarification: Concerns relating to individual students or parents are not the remit of the Association. These must be resolved between the individual student and/or parent and the school.

2. Membership

- 2.1 All parents and guardians of children enrolled in the school are eligible to become members of the Parents' Association and are deemed members unless they inform the Honorary Secretary otherwise.
- 2.2 An elected committee shall coordinate the activities of the association towards achieving the association aims.

3. Committee

- 3.1 The Committee of the Association shall consist of 8 to 12 members.
- 3.2 The Committee will be elected at the AGM.
- 3.3 Committee members are required to hold office for 2 years. 50% of the committee shall be replaced annually. Committee members can stand for re-election.
- 3.4 The Committee Officers will consist of four positions – Chairperson, Vice chairperson, Secretary and Assistant Secretary. Additional officers may be elected as required.
- 3.5 The Principal shall be a non-voting member of the Committee.
- 3.6 The quorum at Committee Meetings shall be 50%.
- 3.7 Additional non-voting members shall be co-opted as required.
- 3.8 Officers may serve for up to 2 consecutive terms of office i.e. 4 years

4. Association Meetings

- 4.1 The AGM shall be held once a year during or not later than the first week of October.
- 4.2 At the AGM will be to elect new committee members and to receive the Committee's Annual Report on the business of the previous year.
- 4.3 To provide guidance to the newly constituted Association Committee for the coming academic year.
- 4.4 The Association committee may call a Special General Meeting (SGM) of the Association at any time and must do so if requested by 10% of Association members.

5. Committee Meetings

- 5.1 The Committee shall meet at least 4 times per year. The first meeting shall be held shortly after the AGM preferably before the end of October with a further meeting during the autumn term. One meeting during each term thereafter.
- 5.2 The outgoing Committee shall meet in September to organise the AGM and help prepare the Committee's Annual Report.
- 5.3 In the event of a tied vote at a Committee meeting the chairperson shall have the casting vote
- 5.4 The first meeting of the committee shall agree guidelines for the operation of the Committee for the term of office.

6. Sub-Committees/Working Group

- 6.1 The Committee shall have the power to appoint a sub-committee/working group for a specific task – which will report as requested by the Committee.

7. Constitution Ratification and Amendment

- 7.1 This Constitution must be evaluate by the committee on a biannual basis and submitted to an AGM for ratification.
- 7.2 The Constitution may be amended at any general meeting (either AGM or SGM) of the Association provided that:
 - 7.2.1 At least 3 weeks notice has been given to the Association Committee secretary at least 3 weeks in advance of the general meeting and
 - 7.2.2 Any motion for amendment is carried by a two-third majority of the Association present and voting.