

12th September 2011

# Constitution of the Parent-Teacher Association of St. Michael's National School.

11 Barrington, Street limerick

1. The name of the association shall be: The Parent-Teacher Association of St Michael's National School, 11 Barrington Street, Limerick.
2. The aims of the association shall be to promote the interests of the school and in particular: -
  - a. To provide opportunities for parent/guardians and teachers to meet and to discuss matters of common interest.
  - b. To inform parents/guardians about the school and its activities.
  - c. To discuss questions of general educational interest.
  - d. To encourage practical and financial assistance to the school
3. Membership of the association: All parents / guardians of children enrolled in the school shall be automatically members of the Association. The Chairperson of the Board of Management, the Principal and Teachers shall be honorary members.
4. The President of the Association shall be the Chairperson of the Board of Management
5. The Association shall be managed by a Committee of seven to ten members who shall be elected annually at the Annual General Meeting. In addition, the Chairperson of the Board of Management, the Principal, a teacher nominated by the teaching staff of the School and two parent members of the Board of Management shall be ex-officio members of the elected Parent-Teacher Association Committee.
6. The Officers of the Association shall be a Chairperson, a Secretary and a Treasurer who shall be elected annually by the Committee within Fourteen days of the Annual General Meeting. The Committee may co-op up to two persons during the year if there is a vacancy on the Committee. Officers shall not normally hold the same office for more than three years consecutively but in exceptional circumstances may be elected thereafter by the Committee.
7. Officer positions that become vacant may be filled by the Committee for the unexpired period up to the next Annual General Meeting.
8. The Quorum for the Committee meetings shall be two thirds of the elected committee.
9. An annual general meeting shall be held. Fourteen days notice has be given in writing.
10. Extraordinary general meetings may be held at any time provided that an application for such a meeting carrying the signatures of twenty members is presented to the Secretary who must then call the meeting giving fourteen days notice.
11. The Parent-Teacher Association General Meeting facilitates the Board of Management for the presentation of Board of Management accounts.

12. Any change in rules of the Association shall require a simple majority of members present and voting at the Annual General Meeting or any Extraordinary General Meeting. The signatures of at least twenty members must support proposals for such a change. Each member shall be sent notice of such proposed change at least fourteen days before the meeting.

13. Subcommittees: The Committee may co-opt subcommittees to work on specific areas of development or interest within the school. The subcommittee shall report to and are accountable to the Committee.

14. The Committee will manage and account for all funds collected and spent by the Parent-Teacher Association and hold a bank account. The treasurer will be responsible for giving Statements of Income and Expenditure at Committee meetings and at the Annual General Meeting.