

North Wicklow Educate Together Secondary School Parent Staff Association Constitution

Version 2 as amended at PSA AGM of 15/1/19

1. Name

The name of the Association shall be NWETSS Parent Staff Association (NWETSS PSA).

- A 'parent' in the NWETSS PSA also refers to a person in a parental role. That is, a legal guardian and/or carer of a student at NWETSS.
- 'Staff' refers to current employees of NWETSS.

2. Objectives

- To promote and advocate for students' education and wellbeing.
- To support the aims and objectives of the school.
- To provide a forum to represent the views of parents to the Principal and the Board of Management.
- To provide a forum for discussion and feedback on school policies and other issues of interest or concern.
- To encourage parent participation in school activities.
- To assist in nominating parent representatives to the Board of Management.
- To organise social events, information evenings and fundraisers.
- To uphold the Educate Together ethos and core principles:
 - Equality-based.
 - Co-educational.
 - Learner-centred.
 - Democratically run.

3. Membership

- All staff and parents of students attending NWETSS are automatically members of the Association.
- Election of committee members shall take place at the Annual General Meeting of all parents, to be held no later than January in each academic year. A meeting shall take place immediately after the AGM, with the sole purpose of setting the date for the first meeting of the new committee.
- The committee shall elect its own officers, consisting of Chairperson, Vice-Chairperson, Secretary, Treasurer and Public Relations Officer. This should take place at the first committee meeting after the AGM.
- The term of office of the committee is one year. The incumbent officers shall step down at the AGM each year. No individual may hold the same office for longer than 3 consecutive academic years.
- Two staff representatives shall be elected by the staff to sit on the committee.
- The committee may co-opt new members at any time.
- The committee may appoint sub-committees as deemed necessary. Sub-committees shall report to the committee.

4. Duties of officers

- Chairperson:
 - *Be familiar with procedures, this constitution, the Education Act (1998) and any other Acts relevant to the work of the committee.*

- *Ensure compliance with relevant legislation and regulations.*
- *Chair meetings impartially and fairly.*
- *Represent the PSA as required.*
- *Agree meeting agendas with the Secretary/Vice-Chairperson.*
- *Ensure effective and appropriate communications between the committee and the school community.*
- *Prepare an annual report for the AGM.*
- **Vice-Chairperson:**
 - *Support the Chairperson in providing leadership for the committee.*
 - *Help set the agenda for meetings.*
 - *Help manage meetings in line with the agenda.*
 - *Deputise for the Chairperson when necessary.*
 - *Assist in the organisation and operation of the PTA.*
- **Secretary:**
 - *Convene meetings in consultation with the Chairperson.*
 - *Liaise with school management and parents as needed.*
 - *Record decisions taken, actions agreed and person(s) responsible for each action.*
 - *Distribute minutes of each meeting to the committee.*
 - *Deal with all communications arising from the PSA.*
 - *Support the Chairperson as appropriate.*
 - *Keep all records for a minimum of 7 years.*
 - *Assist chairperson to prepare an annual report for the AGM.*
- **Treasurer:**
 - *Ensure transparency and accountability.*
 - *Keep accounts of all income and expenditure and reconcile against bank account.*
 - *Ensure cheques are not pre-signed, and that all cheques have a minimum of 2 signatories.*
 - *Ensure no payments are made without a valid invoice.*
 - *Issue receipts for all monies received.*
 - *Audit annual accounts for the AGM and BOM.*
 - *Prepare an annual report for the AGM.*
- **Public Relations Officer**
 - *Promote the PSA and its activities.*

5. Meetings

- The first meeting of a new PSA committee shall take place on an agreed date following the PSA AGM.
- The committee shall meet monthly during the school year, and at other times as deemed necessary by the committee.
- The quorum for passing resolutions at such meetings shall be 51% of the committee members.

- Minutes of meetings shall be kept by the Secretary, who shall present the minutes to the committee for approval at the subsequent committee meeting.
- An Extraordinary General Meeting of all parents may be called:
 - i) On a majority decision of the committee.
 - ii) At the written request of 10 percent of parents.
- Public notice shall be given to all parents 14 days in advance of an AGM or EGM.
- Any member of the PSA can attend committee meetings but may not vote.

6. Constitution

- This constitution may be amended at a General Meeting/AGM/EGM of the PSA. A two-thirds majority of the members present shall be required to carry an amendment to the constitution.
- The constitution shall be reviewed by the committee every three years.

7. Affiliations

The committee may affiliate the PSA with appropriate national parent bodies.