

Bandon Grammar School
Parents' Association (PA)
and
Parents' Association Committee (PAC)
Constitution

1. Name

The Association shall be called the Bandon Grammar School Parents' Association (PA). The members of the PA will elect a committee, named the Parents' Association Committee (PAC), who will be charged with representing the parents / guardians of students at Bandon Grammar School and administer the activities of the PA.

2. Aims and Objectives

(a) To promote and further the interests of the students in Bandon Grammar School through co-operation and communication with Pupils, Past Pupils, Parents, Principal, Staff and the school Board of Management in accordance with the provisions of the Education Act, 1998.

(b) To provide a structure to receive representation(s) from parents and, as a result, to act in whatever manner may be deemed appropriate. It is not the intention of the Association to become involved in disputes involving individual parents, staff or pupils.

(c) To participate in COMPASS (Co-operation of Minority Religions and Protestant Parents Associations), the body representing minority religious groups, on the National Parents' Council, or any other appropriate representative body.

(d) To enable parents to play their part in ensuring provision of the best possible education for their children and that this is achieved through the PA's programme of activities.

3. Membership

Membership of the PA is automatic to all parents or legal guardians of pupils attending the school.

4. General Meetings

(a) The Annual General Meeting (AGM) shall be held during the Autumn term each year. At this meeting the annual report of the PAC will be presented and any other business will be dealt with. The election of the PAC will take place every year at this meeting. (see 5g)

(b) General meetings shall be called if the PAC deems it desirable or if a written request is received signed by at least 25 parents.

(c) A minimum of seven days' notice shall be given of all meetings, except in an emergency.

5. Parents' Association Committee (PAC)

- (a) The affairs of the PA shall be administered by the PAC, which shall meet as often as business requires, on average once per month, but not less than once per term. The PAC may elect to invite representation from the school and representation from the student body to committee meetings.
- (b) PAC members shall elect from amongst their number a chairperson and a secretary. The PAC may invite selected individuals to be in attendance at meetings in an advisory capacity.
- (c) Should the chairperson not be present at any meeting, those present may elect a chairperson from amongst their number.
- (d) Voting at any meeting may be by show of hands unless the meeting resolves to have a paper ballot.
- (e) Items requiring a lengthy discussion or a vote should be notified to the secretary in writing at least three days before the meeting.
- (f) The PAC will ideally consist of 15 members but no more than 16 members. and This includes 2 ex-officio members from the Board of Management and one from COMPASS.
- (g) Elected PAC members shall retire after a period of two years and be eligible for re-election for a further two- year period, but no more than 4 consecutive years without break. The PAC shall attempt to stagger (re-)elections in the interest of continuity. In effect this means that, each year, 50% of the PAC shall retire and be eligible for reelection. A vacancy occurring during the year may be filled by co-opting until the next Annual General Meeting.

6. Election to Board of Management

- (a) In accordance with the rules governing nomination of parents' representatives to the school Board of Management, the PA may, at the request of the Chairperson of the Board of Management, conduct an election to nominate two Parents' representatives to the Board of Management and will also select two supplementary members.
- (b) The PA's nominated representatives on the school Board of Management will serve a three- year term. They are eligible for re- election for a further three- year period, but no longer than 6 years in succession.
- (c) Parents who are Board members automatically become *ex officio* members of the Executive Committee while they are on the Board.
- (d) If a parent, for whatever reason, no longer has a child attending the school, they must resign from the Board of Management and the PAC. They will be replaced on the Board of Management by an elected supplementary member.

7. Finance

Any fund-raising activity must have the approval of the Board of Management.

8. Liaison with School Authorities

- (a) Liaison with the school shall normally be maintained through correspondence by the Secretary of the PAC with the Principal of the school or his/her nominee.
- (b) The PAC may, should it consider it desirable and appropriate, correspond in writing or seek a meeting with the Chairperson of the Board of Management.

9. Quorum

- (a) The quorum at any General Meeting shall be not less than 25 members.
- (b) The quorum at any PAC meeting shall be not less than 50% of the members.

10. Changing the Constitution

Proposals to change this constitution must be in the form of the text of a motion on the agenda for the AGM and must be carried by a two-thirds majority of those present and entitled to vote.

11. Winding up

Winding up the PAC shall only be valid if accepted at a general meeting convened for this purpose.