



Educate
Together



EDUCATE TOGETHER SECONDARY SCHOOL WICKLOW

PARENT STAFF ASSOCIATION CONSTITUTION

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Table of Contents

Section	Page
1. Name	1
2. Membership	1
3. Objectives	1 - 2
4. Committee & Executive Committee	2 - 3
5. Election of Committee	4-5
6. Duties of Officers -	
a. Chairperson	5
b. Vice Chairperson	5
c. Secretary	5
d. Treasurer	5-6
7. Sub-Committees/Working Groups	6
8. Parent Nominees to the Board of Management	6-7
9. General Meetings	7
10. Annual Report	7

1. Name

The name of the Parent Staff Association shall be ***Educate Together Secondary School Wicklow*** (hereinafter called ***ETSS Wicklow***) ***Parent Staff Association*** (hereinafter called the ***PSA***). The affairs of the PSA shall be conducted by the Parent Staff Association Committee (hereinafter called the Committee).

2. Membership

- 2.1 All parents/guardians of children attending at ETSS Wicklow and staff working at ETSS Wicklow are automatic members of the PSA.
- 2.2 The PSA shall be autonomous, non-party political and equality based.

3. Objectives

- 3.1 To foster the role of parents/guardians as primary educators of their children.
- 3.2 To represent the views and opinions of the PSA to all relevant agencies and bodies as the PSA sees fit.
- 3.3 To offer its services in an advisory and informative capacity to its members.
- 3.4 To elect parent nominees to the Board of Management.
- 3.5 To promote a spirit of co-operation and goodwill between school management, staff and parents/guardians where the education and welfare of students are concerned.
- 3.6 To act as an autonomous body recognised by the school management.
- 3.7 To provide a structure for parents/guardians of children to work together towards the best possible education for students at ETSS Wicklow.
- 3.8 To provide support for families, participate in consultation on policies, make suggestions for extra-curricular activities, provide training opportunities for parents/guardians and fundraise for school projects.
- 3.9 To maintain awareness of national and local issues pertinent to the education of young people in secondary education
- 3.10 Additional note: The PSA is not a forum for complaint against an individual member of staff, parents or the school authorities. The Complaints Procedure is the mechanism for resolving problems between any individual students or parents, the school authorities and the Board of Management

3.11 The PSA will adhere to the Social Media policy that is in place for staff of ETSS
Wicklow

4. Committee & Executive Committee

- 4.1 The Committee shall consist of up to 12 members. Four committee members will act as Executive Officers in the positions of Chairperson, Vice Chairperson, Secretary and Treasurer. These will be collectively known as the Executive Committee.
- 4.2 The Committee must include at least one member of staff.
- 4.3 Committee meetings are open meetings with all parents/guardians and staff members welcome to attend as guests.
- 4.4 The Committee shall serve a term of one year from the date of election at the Annual General Meeting (AGM) as early as possible in a school year. The Committee shall remain in office until after the AGM and organise an efficient handover to the incoming committee.
- 4.5 At its first meeting the new Committee shall select a Chair for that particular meeting and then run an election to appoint executive officers for the term – Chairperson, Vice Chairperson, Secretary and Treasurer. The Committee may decide to introduce other positions of elected Temporary Executive Officers in cases where additional expertise is deemed necessary for the effective running of the PSA Committee during that term. Such positions must be agreed by unanimous vote of the Committee and will expire once the term is completed.
- 4.6 Any permanent change in the number of Executive Officers can only be proposed and voted on at the AGM and must be approved by a two thirds majority. In cases where decisions are deemed urgent, an Extraordinary General Meeting (EGM) may be called.
- 4.7 Committee meetings shall be chaired by the Chairperson, or in his/her absence by the Vice Chairperson. If neither are in attendance, one of the other Executive Officers will chair the meeting. If no Executive Officers are available for a meeting, the meeting will be cancelled.

- 4.8 Committee resolutions will be passed by a simple majority by those members present and voting, except for the Chairperson who shall retain a casting vote in the event of a tie.
- 4.9 A quorum at Committee meetings shall consist of at least five members of the Committee, at least one of which should be a member of the Executive Committee and at least one of which should be a member of staff.
- 4.10 Meetings of the Committee shall be called by the Secretary at the request of the Chairperson.
- 4.11 The number of meetings per year must be between five and nine.
- 4.12 Committee members, and particularly Executive Committee members, are expected to attend all Committee meetings where possible. Any Committee member who fails to attend three consecutive meetings without reasonable explanation may be deemed to have resigned and shall be notified in writing by the Secretary.
- 4.13 A Committee meeting shall not reverse any resolution of a previous Committee meeting without the consent of three quarters of the Committee members present at the original vote.
- 4.14 Should a member of the Committee be declared by a three quarters majority of the entire Committee to be guilty of conduct which is prejudicial to the interests of the PSA or to be incapable of discharging his/her duties as a member of the Committee, he/she may be discharged from the Committee.
- 4.15 If circumstances arise where urgent matters need immediate discussion or decision and it would not be practical nor desirable to await the next Committee meeting, an EGM meeting must be convened. An EGM cannot take place unless all Executive Officers have been notified and at least three Executive Officers and one staff member are present
- 4.16 Everyone at a meeting has the right to vote.
- 4.17 Sub-committees/working groups can be set up for particular tasks. The subcommittees/working groups may also co-opt people to assist in their work. The subcommittees may not make decisions. They remain at all times accountable to the Executive Committee.

4.18 Election of Officers:

- (a) Where there is only one nomination for a position, that candidate shall be deemed elected.
- (b) Where there are two nominations for one position, a secret ballot must take place. The candidate with the highest number of votes shall be deemed elected. In the event of a tie, lots shall be cast to nominate the successful candidate.
- (c) Where there are more than two nominations for a position, a secret ballot must take place and the following procedure shall be adopted:
 - i. If one candidate has received more than the combined total of votes of the other candidates, that candidate shall be deemed elected.
 - ii. If 4.17.(c) i is unsuccessful in securing a result, the candidate with the lowest number of votes is eliminated and a second ballot is held.
 - iii. If 4.17.(c) ii is unsuccessful in securing a result, this procedure shall be continued until one candidate has an overall majority and that candidate shall be deemed elected.
 - iv. If with only two candidates remaining, in the event of a tie, lots shall be cast to nominate the successful candidate.

5. Election of Committee

- 5.1 The Committee shall be constituted annually at the AGM.
- 5.2 Nominations for the Committee should be forwarded in writing to the Secretary at least 2 days prior to the AGM and must contain the nominee's consent and the signature of a proposer/seconded. Nominees may propose themselves so long as they have a second nomination to support them.
- 5.3 During the term of office, the Committee shall have the power to vote in new members of the PSA to replace those deemed to have resigned due to a lengthy pattern of non-attendance and/or non-participation in PSA meetings;
- 5.4 Parents/guardians who wish to become involved in the PSA after the election of the Committee are welcome to all meetings and may run for election in the following AGM. They may also be nominated in the event of opportunities opening up in the Committee during the year and they may join

any sub-committees/working groups formed during the term of the Committee.

- 5.5 An Executive Officer may serve a maximum of two consecutive terms in the same role but can serve on the subsequent Committee as an ordinary Committee member or in a different role on the Executive Committee, e.g. outgoing Chairperson can serve as incoming Treasurer.

6. Duties of Executive Officers

6.1 Chairperson

- (a)* To preside at every meeting of the Committee and in all General Meetings of the PSA.
- (b)* To give clear, democratic and correct rulings when necessary.
- (c)* To be satisfied before meetings commence that a quorum is present in accordance with article 4.9 of this Constitution.
- (d)* To support the work of the Committee and the projects initiated during the year

6.2 Vice Chairperson

- (a)* To assist and support the Chair in all matters and to learn the functions of the role so as to be in a position to step in as Chair when required.
- (b)* To support the work of the Committee and the projects initiated during the year.

6.3 Secretary

- (a)* To help with the creation of the agendas for meetings and distribution of same
- (b)* To help with the creation of the agendas for meetings and distribution of same in sufficient time before meetings.
- (c)* To record and distribute minutes of meetings.
- (d)* To send such letters and to perform such duties as may be directed by the Committee.
- (e)* To oversee and ensure that correct procedure is adhered to in relation to all elections.

(f) To convene a special election for parent nominees to the Board of Management in co-operation with the Secretary to the Board of Management

6.4 Treasurer

(a) The Treasurer shall be responsible for the collection and lodgement in the PSA's bank account of all the money which is payable to and by the PSA.

(b) He/she shall furnish such details of the finances thereof as from time to time be required by the Committee.

(c) The Treasurer shall prepare and maintain an Income and Expenditure account and balance sheet for the financial year and submit same to the Board of Management for inclusion in the financial report at the AGM.

(d) Payments on behalf of the PSA shall be made by cheque signed by any one of the following - Chairperson, Vice Chairperson, Secretary, Treasurer and either the Principal or Deputy Principal as representative Staff members.

(e) Authorisation to sign cheques shall cease as of the date of the following AGM. The bank shall be notified by the Treasurer of this date 7 days in advance.

7. Sub-Committees/Working Groups

7.1 The Committee may constitute sub-committees and working parties with specific terms of reference as it considers desirable.

7.2 In nominating the members of each sub-committee/working party, the Committee shall draw on the expertise available to it throughout the PSA.

7.3 The Committee shall appoint at least one member of the Committee as co-ordinator for each sub-committee/working group who shall then source other members for that sub-committee/working group from the body of PSA members as a whole.

7.4 The Committee, by a two-third majority, shall have the power to dissolve all sub-committees/working groups.

8. Parent Nominees on the Board of Management

- 8.1 Parent nominees on the Board of Management are charged with the same responsibilities as the other members of the Board to essentially participate in the governance of the school and in the implementation of national and patron policies in that respect.
- 8.2 Parent nominees on the Board of Management are tasked with providing a general report to the PSA.
- 8.3 The PSA may be requested to run the nomination process for parent nominees to the Board of Management.

9. General Meetings

- 9.1 The **Annual General Meeting** (AGM) shall be held as early in the new school year as possible on a date after the first committee meeting of the academic year.
- 9.2 Advance notice of the AGM shall be 14 days.
- 9.3 An **Extraordinary General Meeting** (EGM) shall be called by the Committee for situations deemed particularly urgent e.g. making a decision which requires the constitution to be amended.
- 9.4 Written notice will be sent to all members at least 7 days in advance of the EGM and such notice shall contain an agenda for the meeting.
- 9.5 General Meetings shall be chaired by the Chairperson. In the absence of the Chairperson, General Meetings shall be chaired by the Vice Chairperson or another member of the Executive Committee. An EGM cannot take place without at least three Executive Officers and one member of staff present.
- 9.6 A General Meeting shall not reverse any resolution of any previous General Meeting except with the consent of two-thirds of the PSA members present and voting on the issue.
- 9.9 The PSA may decide at a General Meeting to become affiliated to any organisation whose objectives further the objectives of the PSA.

10. Annual Reports

The Chairperson, or in their absence the Vice Chairperson, may submit reports for consideration by PSA members attending the AGM. The Board of Management will be invited to deliver a financial report for the school at the PSA AGM which can include a report from the Treasurer of the PSA.