



DUNDALK GRAMMAR SCHOOL
PARENT TEACHER ASSOCIATION
CONSTITUTION

NAME OF ASSOCIATION

The Association shall be called **DUNDALK GRAMMAR SCHOOL PARENT TEACHER ASSOCIATION**

AIMS OF THE ASSOCIATION

1. To promote and advance good communication between staff, pupils, parents and the Board of Governors.
2. To provide opportunities to discuss matters of common interest.
3. To engage in activities to support and further, in any way possible, the welfare of the school and pupils.
4. To participate in COMPASS (Co-operation of Minority Religions and Protestant Parent Associations Post Primary) and any other relevant bodies.

MEMBERSHIP

All parents and guardians of children in the Secondary School and teachers at that school are deemed to be members of the Association. The Association is non-party and non-sectarian.

ANNUAL GENERAL MEETING

1. The AGM shall be held sometime during the Christmas Term. Two weeks notice of the AGM shall be given to members.

2. All proposals should be notified to the Secretary in writing two weeks prior to the AGM.
3. Proposals to amend the constitution must be circulated to all members at least two weeks before the AGM and must be carried by a two-thirds majority of those present.
4. The chair shall be taken by the Chairperson and in the situation of his/her absence the Vice-Chairperson shall chair the meeting.

COMMITTEE MEETINGS

1. The Committee shall hold a minimum of one meeting a term.
2. A minimum of at least seven days notice of such meetings shall be given to each committee member.
3. In the event of a tie voting on any subject or motion the Chairperson or acting Chairperson shall have the casting vote. Voting may be by secret ballot upon the request of one member and counted by the Chairperson.

COMMITTEE

- A. There shall be a minimum of sixteen and a maximum of twenty two members of the Committee. It shall be an objective of the Committee to try, where reasonably possible, to include at least one parent of a student in every year group and to achieve the following balance of members.

2 members of Teaching Staff.

4 parents of Boarding Pupils.

9 parents of Day Pupils.

2 members of the Board of Governors.

1 Principal

1 Deputy Principal.

- B. The Committee shall elect from amongst its members:

Chairperson

Vice-Chairperson

Treasurer

Secretary

One or two delegates to represent Dundalk Grammar School at COMPASS.

The Committee shall nominate delegate(s) to represent the school on any other relevant bodies.

The term of office for elected members shall be three years.

These officers may be re-elected in years subsequent to their first election, but shall not hold the same office for more than three consecutive years.

A Committee member shall forfeit his/her place on the Committee when that member fails to attend at three consecutive meetings. In the event of a Member forfeiting his/her position during the year the Committee may co-opt from the relevant constituency.

The duties of the Secretary shall be to record the minutes of meetings and to attend to the correspondence of the Association, to convene meetings and to deal generally with administration of the Association's business.

QUORUM

The Quorum for Committee Meetings shall be eight.

ELECTIONS

1. Two Teaching Staff Members shall be elected by the Staff at the first Staff Meeting in September.
2. Parents shall be elected at the Annual General Meeting. Nominations are to be sought prior to the AGM but also taken from the floor of the AGM.
3. The Board of Governors shall nominate two of its members to the Association.
4. Where insufficient parents are available for day or boarding positions on the Committee the place may be filled by any other interested parent.

All Members of the Association Committee shall be eligible for re-election.

Reviewed at PTA AGM on 25th September 2019