



**NEWPARK COMPREHENSIVE SCHOOL  
PARENT TEACHER ASSOCIATION**

**RULES**

*As agreed at the PTA AGM on the 22<sup>nd</sup> September 2010*

1. **Title:** The Association shall be called the Newpark School Parent-Teacher Association (PTA).
2. **Objectives:** The objectives of the association are to represent the views, rights & duties and participation of parents in regard to the school and the education of their children, and to develop an active partnership between parents and teachers within the school to further common interests
3. **Members:** Membership shall be confined to parents / guardians of school pupils and members of the school staff.
4. **Committee:** The committee, in which shall be vested the management of the Association, shall consist of the school Principal, the Vice-Principal (optional), 2 to 4 members of the teaching staff, together with a minimum of 10 parents, preferably a mixture of male and female parents, who shall be elected at the Annual General Meeting. The committee shall have the power to co-opt additional members if necessary. The Committee, of whom 5 members shall form a quorum with the Chairman having a casting vote in addition to an ordinary vote, and shall meet at monthly intervals during the school year when called by the Honorary Secretary. A week notice of any committee meeting shall be given to all members. Minutes shall be kept of all matters discussed at committee meetings.
5. **Election of the committee:** At the first Annual General Meeting of the Association the committee of parents will be elected by simple majority. At subsequent Annual General Meetings, any parent who no longer has a child attending the school will automatically retire. The first committee meeting of a school year shall be held in October, following the AGM, and the last in the September prior to the next AGM.
6. **Officers:** The officers of the Association shall be chosen from the committee at the first committee meeting following the AGM by a process of nomination and seconding, and shall comprise the Chairman, an Honorary Secretary, and an Honorary Treasurer. Officers will be appointed by the committee for a period of one year. An out-going officer, if eligible, may be re-elected for a maximum of 3 years.

7. **PTA Annual General Meeting:** The PTA shall hold an Annual General Meeting on a date in September. At this meeting the outgoing committee will present its reports for the year served, and the committee for the new session will be elected. In the event of a decision being taken by a vote, all present will be entitled to one vote, and a decision shall be carried by a simple majority. The Chairman shall have a casting vote in the event of an equal vote. All members shall receive a minimum of 10 days notice of the Annual General Meeting.
8. **Extraordinary General Meeting:** An extraordinary Meeting shall be held if a written requisition, signed by a simple majority of committee members is received by the committee, or at the written request of a minimum of 20 parents. The meeting shall be held within one month from the date on which the requisition is received, provided that this lies within a school term. If a requisition is received during a school holiday period, the following meeting must be arranged within one month of the start of the following term. In the event of a decision being taken by a vote, all present will be entitled to one vote, and a decision shall be carried by a simple majority. All members must receive at least 10 days notice of such a meeting. The Chairman shall have a casting vote in the event of an equal vote.
9. **Finance:** The funds of the Association shall be lodged in a bank account in the name of the Association. All payments should be authorized by the committee. The Treasurer shall present a minimum of 4 financial statements to the committee within the year, and a financial statement shall be presented at the Annual General Meeting.
10. **Changes in Constitution:** This Constitution shall not be abrogated, amended or added to, save by a resolution of the Annual General Meeting or of an Extraordinary General Meeting and carried by a majority of two-thirds of those present and voting.
11. **Parent Representatives on the Board of Management:** The PTA shall facilitate the election of parent representatives to the school Board of Management, as and when required. The PTA shall call for nominations from parents for representatives. Should more nominations be received than the available positions, a vote shall be taken by simple majority at the AGM or at an extraordinary meeting arranged by the PTA to elect parents representatives. Parent representatives shall be elected to the BOM for term of 3 years. Parents on the Board of Management shall have a duty to keep themselves informed of the views of the general parent body and to this end may attend meetings of the PTA as “ex-officio” members.