

# **Constitution of the All-Inclusive Talbot Parents' Association**

*Talbot Senior National School  
Bawnogue, Clondalkin, Dublin 22.*



## **Name**

The All-Inclusive Talbot Parents' Association

## **Aim**

To create a friendly, welcoming environment in the school community.

## **Membership Eligibility**

Anyone involved with the caring and rearing of a child in the school is a member of the association.

## **Structure of the Association**

- A committee from the membership body who are willing to organise together to foster the aims of the association.

Officers of the committee shall be made up of:

- Chairperson
- Vice-chairperson
- Secretary
- Vice-secretary
- Treasurer
- Vice-treasurer
- Representative from the teaching body of the school
- Representative from the Special Needs Assistant working in the school

## **Roles of the Committee officers**

- Chairperson shall chair and call each committee meeting
- Vice-chairperson shall deputise for the chairperson if he/she is unavailable
- Secretary shall be responsible for correspondence or other communication to the association.
- Vice-secretary shall deputise for the secretary
- Treasurer shall be responsible for the bank account and ensure that money is accounted for.
- Vice-treasurer shall work with the treasurer.
- Representative from the teaching body shall normally be the Home School community Liaison Co-ordinator. It is his/her responsibility to support the work of the association by providing any necessary secretarial backup and accommodation that the association needs to carry out its work.
- Representative from the Special Needs Assistant shall update the Parents Association when necessary of news from the school regarding special needs.

### **Entry to Committee/Officership of Association**

- An A.G.M. shall be held every year, usually in September.
- Each candidate for officership shall be nominated and seconded. In the event of there being more than one nomination, there shall be an election on the first past the post basis.
- Any member wishing to be a member of the committee shall be given a place.

### **Conducting Meeting**

- Meetings should be held on monthly basis where possible.
- Committee members should receive notice of meetings and the written minutes of the last meeting.
- There shall be an agenda for each meeting.
- The minutes will record all decisions made.
- There will be an update on the finances at each meeting.
- There shall be an updates from Staff Meeting, Board of Management and Student Council which is of relevance to parents.
- No parent, teacher, SNA or child's name will be named at any meeting.

### **Quorum**

- There shall be a quorum of 60% of members of the committee for major decisions to be valid.
- In the event that there is no quorum, the chairperson shall inform other members directly to obtain their decision. The chairperson will then inform all members of final decision.

### **Finance**

- All money collected by the association for the school remains the property of the school.
- The committee may draw on funds for legitimate expenses related to the running of the association.
- An account of finances shall be produced for all expenses.
- There shall be two signatories for the association account i.e. treasurer and vice-treasurer.

### **Sub-committees**

- If subcommittees are formed, they shall communicate and work with the general committee.

### **Transition of Parents from Talbot SNS to Post-primary education.**

- When an association member's last child has gone from 6<sup>th</sup> class to a Post-Primary school, the member may continue to attend meetings until the end of the first school term in December.
- However they must relinquish any officership they hold at the A.G.M. and will have no voting rights at the meetings. They shall attend in an advisory capacity to assist and advise the new committee in its work.