



## P.A.C.C.S CONSTITUTION

### 1. Name

The Association shall be called Parents' Associations of Community and Comprehensive Schools (PACCS); hereinafter referred to as the Association".

Cumainn Tuismitheoiri Scoileanna Pobail agus Scoileanna Cuimsitheacha.

### 2. Membership

Membership of PACCS shall be open to Parents 'Associations of Community and Comprehensive Schools which are designated by the Department of Education.

### 3. Objectives

3.1. To act as one National Association for all Community and Comprehensive Schools Parents' Associations.

3.2. To protect and promote the role of parents as the primary educators of their children.

3.3. To offer its services in an advisory and informative capacity to its members.

3.4. To ensure that parents have an effective voice in educational development by

3.4.1 Asserting their right to consultation and information with regard to Government and other planning and policy - making as it affects education.

3.4.2 Providing channels for such consultation with appropriate authorities.

3.4.3 Obtaining direct representation on such committees, public bodies, or other Organisations as the Executive Committee may consider fit.

3.4.4 Recognising and supporting the role of parents elected representatives on the Boards of Management of Community and Comprehensive Schools

3.5. To promote liaison between other school parent organisations and such other as the Executive Committee shall deem appropriate.

3.6. To promote or participate in any activities as may be considered beneficial to or advisable in the interests of the Association and its members.

3.7. To act as a representative and negotiating body on behalf of all or on request, any individual member Parents' Association.

### 4. Structure

4.1 Management, administration and policy - making of PACCS shall be vested in its Annual Conference and carried out by the Executive Committee and its officers.

4.2 The country shall for administration purposes be divided into regions as set out hereunder: DUBLIN, NORTH EAST, SOUTH EAST, SOUTHERN, MIDLANDS NORTH, MIDLANDS SOUTH, THE WEST, NORTH WEST.

4.3 The regions shall elect the prescribed number of members to the executive committee as set out hereunder at 6.1 annually from among its members to sit on the incoming executive for a period of one year. The names of these representatives shall be forwarded to the current executive one month prior to Annual Conference.

4.4 Each region shall elect from amongst its members, an officer board, as they deem necessary and shall conduct regional meetings at least once per term and an Annual General Meeting each year.

4.5 A statement of financial affairs is to be presented to members at each AGM.

4.6 Each region shall draft a constitution with any required by - laws to regulate its operation provided that no part is contrary to the National constitution.

4.7 Regional membership shall be from AGM to AGM.

## **5. The Annual Conference.**

5.1. The Annual Conference, and/or any Special Conference of PACCS as may be convened in accordance with these Articles, shall be constituted by the Executive in office or out going as follows:

5.2 Each affiliated Association shall be represented by two voting delegates provided that no delegate shall represent more than one Association.

5.3 The Annual Conference shall elect the President of PACCS and the Executive Committee as provided in these Articles. Nominations for the position of President shall be drawn from the Representatives at 4.2 as defined. The Secretary of PACCS shall forward a list of these representatives to all affiliated associations two weeks prior to annual conference. The election of the President shall be made by secret ballot. The manner of this election should be as follows:

Where two or more names have been nominated by affiliated associations, a voting paper is to be given to each voting delegate present. When filled up, the papers are to be collected by nominated scrutineers. The name of the voter should not appear on the voting paper. If the count shows that one candidate has obtained a clear majority of the votes, that is, a number greater than those of all the other candidates added together, then that candidate is to be declared elected. But if no one has secured a clear majority, then the candidate who has secured the lowest number of votes is to be eliminated and a revote taken on the remaining candidates. If this second ballot is also in effectual, procedure is by way of successive elimination's and revokes until one candidate has secured the necessary clear majority.

5.4 The President and the Executive shall hold office until the close of Annual Conference following their election, and shall be eligible for re- election. In the event of the President becoming incapacitated during his term of office, the Vice President shall assume the duties of the Presidential office for the remainder of the President's term.

5.5 A Special Conference shall be convened by the President having consulted the Executive Committee or at the requisition of one - third of the affiliated Associations of PACCS. The business

discussed and or voted on at such Special Conference shall be limited to the matters set down in the notice of requisition.

## 6. The Executive Committee

6.1 The Executive Committee shall consist of elected members from affiliated parents' Associations from regions as set out hereunder and having a child in full time education in a recognised Community or Comprehensive school at the time of election.

From Dublin....	6 members	From North East....	2 members
From South East....	2 members	From Southern....	3 members
From Midlands North	2 members	From Midlands South	2 members
From The West....	2 members	From North West....	2 members

6.2 The President shall be elected from the above delegates by Conference and shall have served at least one year on National Executive.

6.3 The constituency from which the President comes shall elect a replacement delegate annually to the National Executive.

6.4 If during the term of office of a member of the Executive, He / She resigns the resulting vacancy shall be filled by election from the same constituency.

6.5 Should a regional delegate to the national executive miss three consecutive meetings he/she is deemed to have resigned and the resulting vacancy shall be filled by the region.

6.6 The Executive Committee shall elect from among its members – a Vice President, Honorary Secretary, P.R.O. Assistant P.R.O. and Honorary Treasurer and assistant Honorary Treasurer, to hold office until the close of the annual Conference following their election and these officers are eligible for re-election. The Honorary Treasurer shall, subject to the approval of the Committee, administer the funds of PACCS and prepare and present to the Annual Conference an audited account of the financial administration for the previous calendar year. A bank account or accounts shall be opened in the name of Parents' Associations of Community and Comprehensive Schools and all cheques drawn on any such account or accounts shall be signed by any two of the following officers – President, Honorary Secretary, Honorary Treasurer, Assistant Honorary Treasurer, General Secretary.

6.6.1 Members of PACCS Executive elected to hold office shall not hold the same office for more than three years.

6.7 The Executive Committee shall have power to borrow, for the purposes of PACCS by way of overdraft, term loan, loan account or otherwise from PACCS, with interest in the category of the accommodation granted, such amount of money either at one time or from time to time as it may deem proper, and to give security for such borrowings and the interest thereon by the issue of Bills of Exchange, Promissory Notes or other obligations or securities of charge upon all or any part of the property of PACCS or any part thereof and enter into such agreements in relation thereto as may be proper for giving such security.

6.8 The Executive Committee may appoint a General Secretary who shall act as Executive Officer of PACCS under the direction of the Executive Committee: such Secretary shall normally have the right to attend all meetings of the Executive Committee.

6.9 The Executive Committee may at its discretion appoint such sub-committees of representatives of affiliated Associations as it deems necessary or desirable for the better carrying out of the

business of PACCS. Such Committees shall have their terms of reference and reporting procedures determined by the Executive, shall be empowered to terminate the existence of any such committee at least days before the day appointed for such meeting.

6.10 The Executive Committee is empowered to co-opt new members to ensure a good working committee. Such members will not hold office or have voting rights.

6.11 The Executive Committee shall meet at least once per school term. Notice of all meetings of the Executive and the Agenda to be discussed shall be sent to each member of the Committee at least ten days before the day appointed for meeting.

6.12 A Special Meeting of the Executive may be requisitioned by the President on his/her own initiative or by requisition signed by 9 members of the Committee. Such requisition shall state the object for which the meeting – is called, and no other business may be discussed at such a meeting except the matter/matters set down in the requisition.

6.13 Six members of the Executive shall constitute a quorum at all meetings.

President, or in the absence of the President, the Vice President, shall chair at all Meetings of the Executive. In the absence of both President and Vice President the Members present shall elect a chairperson from among themselves. In all cases where the numbers of votes for or against any motion are equal, the President –or other presiding chairperson –shall have an extra or casting vote.

6.14 The Executive Committee shall determine the date and place of the Annual Conference and shall notify same to member Associations at least twelve weeks before the date on which the Conference is to be held.

6.15 All Motions for the Annual Conference shall be submitted to the Executive eight Weeks before the Conference date. The Executive shall have the authority to co-ordinate motions so submitted as it deems necessary.

6.16 *The Executive Committee shall be responsible for the preparation of the Agenda for Conference and for issuing to each member Association a Preliminary Agenda, containing the motions to be submitted to Conference six weeks before Conference date.*

6.17 The Executive Committee shall have the right to place motions on the Preliminary Agenda, and to place amendments to motions on the final Agenda.

6.18 Delegates to Conference and secretaries of member Associations shall be sent the Final Agenda at least 7 days before the opening date of Conference.

6.19 The out -going President shall preside at all sessions of the Conference. In the President's absence, the Vice-President shall preside. In the absence of both President and Vice President the executive members shall elect a Vice President From among themselves: in all cases where the number of votes for or against is equal, the President or other presiding chairperson shall have an extra or casting vote.

6.20 An Annual Affiliation Fee, which shall be payable by January 1<sup>st</sup> of each year, shall be determined by the Annual Conference.

## **7. Delegates to the National Parents Council Post Primary**

7.1 The National Executive shall nominate the delegates to the National Parents Council –Post Primary.

## **8.0 Constitution**

8.1 Each year, this Constitution or any part thereof may be altered or amended or rescinded by a majority vote of not less than two-thirds of the accredited members of Conference present and voting.

## **9.0 Dissolution**

9.1 Any proposal to dissolve PACCS shall be taken only at an Annual or Special Conference and such proposals shall be circulated in the Preliminary Agenda of the Conference.