

Santa Sabina Dominican College
Parent School Association (PSA) Constitution

1. Name

The Association shall be known as the "Santa Sabina Parent School Association"(.PSA)
The Association shall be recognised by the School Management as an autonomous body, organised and run by its members, in keeping with its aims and objectives.

2. Aims and Objectives of the Association shall be

- (a) to promote the Catholic ethos and educational objectives of the School, in a spirit of tolerance, understanding and enlightenment.
- (b) to promote the fullest cooperation and understanding between Management, Staff and Parents in the interests of the School and the student body
- (c) to promote and support learning initiatives introduced by the school (for example, Literacy and Numeracy Strategy/SSE) and organise social/fund-raising events or activities to support school community spirit and contribute financially to specific school projects
- (d) to provide a forum for parents to make an input to the development of the School including teaching and learning initiatives and educational policy at local and National level
- (e) to consider and to advise the Board of Management or any other body on any matter relevant to the Association's aims and objectives
- (f) specifically, the Association shall not concern itself with:
 - the day-to-day running of the School
 - specific matters of discipline
 - individual parents' personal complaints or problems
 - professional and personal matters relating to individual teachers which are matters properly dealt with on a private and personal basis with the Principal
 - any matter which is properly the responsibility of the Board of Management, Principal or any of the teaching staff except as provided for in subsection 2 (d) of this section.

3. Membership of the Association

- (a) Each Parent or Guardian of a student attending the School and each teacher employed by the School is a member of the Association.
- (b) Parents and Guardians cease to be members of the Association on the departure of their daughter from the school

4. Annual General Meeting (AGM)

- (a) The Association shall hold the Annual General Meeting not later than the 30th October (or nearest convenient date) in each school year. The AGM shall be held in person unless public health advice shall deem otherwise
- (b) The meeting shall be convened by the Secretary by the giving of notice in writing at least 7 days before the appointed day.
- (c) The business of the Annual General Meeting shall be:
 - (i) to receive a report from the Honorary Secretary of the Association regarding the activities of the Association during the previous year
 - (ii) to receive a report from the Honorary Treasurer of the Association regarding the income and expenditure of the Association during the previous year
 - (iii) to accept or otherwise modify the report of the Honorary Secretary and of the Honorary Treasurer
 - (iv) the outgoing Chairperson may, if he or she so desires, address the meeting on any relevant matters
 - (v) to hear the names of teachers employed by the School who are nominated to serve on the Executive Committee, and who shall be elected by the teachers of the School before the Annual General Meeting is held
 - (vi) to elect six parents or guardians of students of the school to serve on the Executive Committee, provided for under clause 5(a). Preferably a representative from each year group
 - (vii) to debate and adopt or otherwise modify any motion or proposal which members of the Association may wish to make at the Annual General Meeting.
- d) The business of the Annual General Meeting shall be conducted in accordance with the following rules:
 - (i) the meeting shall be taken by the Chairperson. In the Chairperson's absence, the Vice-Chairperson, and in his/her absence any other person nominated by the Chairperson shall Chair the meeting;
 - (ii) all decisions, unless they are unanimous, shall be decided by a simple majority, on a show of hands except in regard to the election of members of the Executive Committee when the decision shall be by secret ballot
 - (iii) a quorum for the Annual General Meeting shall consist of 10 members
 - (iv) the Principal of the School, or her Deputy, shall be entitled to speak at the Annual General Meeting.

5. Finance

The Parent Association committee will finance the activities of the PSA through fundraising. The PSA is required to be self - financing and should not be supported by or dependent on school funds.

A Treasurer will be appointed from among the committee members and will be responsible for keeping account of the Income and Expenditure of PSA finances and liaising with the school Bursar. A statement of income and expenditure will be provided to committee members on a regular basis. A written statement of Income and Expenditure will be given at the AGM and a copy will be forwarded to the Board of Management. Any cheque signed on behalf of the PSA will require two signatures.

Fundraising for the School

Fundraising for the school will be undertaken with the prior agreement of the Board of Management. Fundraising activities will be decided at the beginning of the academic year and approval will then be sought from the Board of Management for activities planned for the year.

6. Executive Committee

- (a) The business of the Association shall be conducted by an Executive Committee consisting of (i) 6 parents (inclusive of the Officers) elected by the Annual General Meeting, a representative from the Board of Management, the Principal or her Deputy, and two members of staff employed by the School and nominated in accordance with 4 (c) (v) above.
- (b) No parent member of the Executive Committee may hold office for more than three consecutive years unless voted on by the Parent Body.
- (c) From all 10 Committee Members, the Committee Members shall elect the Officers of the Executive Committee, i.e. Chairperson, Vice-Chairperson, Honorary Secretary and Honorary Treasurer.
- (d) The Executive Committee shall liaise regularly throughout the year with a minimum of four meetings per year
- (e) The Executive Committee shall be entitled to fill any vacancies on the Committee, arising after the Annual General Meeting has been held, by co-option of members of the Association.
- (f) The Executive Committee shall have the power to appoint Sub-Committees for specific purposes.
- (g) The Executive Committee shall have the power to co-opt further members to the committee who shall have full voting rights.
- (h) Members co-opted to the Executive Committee shall hold office only until the next Annual General Meeting, or for such a shorter period as the committee may decide.

- (i) All decisions of the Executive Committee shall be decided by a simple majority of all the members present and voting and notification of a meeting shall be given five days in advance.
- (j) A quorum at a meeting of the Executive Committee shall consist of four ordinary members including two members of staff and any two of the following: Chairperson; Vice-Chairperson; Honorary Secretary; Honorary Treasurer.
- (k) The Chair of the PSA shall meet with the Principal or her representative periodically and liaise with the executive committee via phone, text or email.

6. Special General Meeting

- (a) A Special General Meeting of the Association may, for suitably serious reasons, be called by:
 - (i) The Chairperson, with the agreement of five members of the Executive Committee or at the written request of 25 ordinary members of the Association.
or
 - (ii) A simple majority of the Executive Committee members present at a meeting of the Committee properly constituted, or otherwise by a simple majority of all members of the Executive Committee;
or
 - (iii) by the Principal of the School, after consultation with the Chairperson
- (b) The reason for holding a Special General Meeting must be stated when the decision to hold such a meeting is taken.
- (c) The Honorary Secretary shall, within one month of receiving a properly constituted request for a Special General Meeting, summon, on seven days' notice, a general meeting of the Association, stating the purpose for which the meeting is called. This shall be the only business dealt with at the meeting.
- (d) Thirty members of the Association shall form a quorum at such meetings. Otherwise the rules of conduct shall be similar to those for an Annual General Meeting.

7. Revision of Constitution

This Constitution, having been adopted by a majority of those at the 2025 Annual General Meeting shall come into effect immediately. It may not thereafter be altered except by decision of a two-thirds' majority of those members of the Association present and voting at the Annual General Meeting, or at a Special General Meeting, properly constituted and specifically called for that purpose.