

CONSTITUTION  
OF  
NATIONAL PARENTS  
ASSOCIATION  
OF  
VOCATIONAL SCHOOLS  
AND  
COMMUNITY COLLEGES

March 2005



**1. Name**

The Association shall be known as National Parents Association for Vocational Education. (Cumann Naisitinta na dTuismitheoiri Gairmoideachais) ordinarily known as PAVE.

**2. Objectives**

- a) To organize all parents of students attending Vocational Schools and Education Centres through the formation of parents associations.
- b) To represent at national level, the views and interests of such parents.
- c) To co-operate and negotiate with all relevant bodies in securing the best possible education and other services for students attending Vocational Schools Education Centres.

- d) To liaise with, make representation to, and also where appropriate, seek representation on such local, regional, national and international bodies as are deemed relevant to the objectives of the association.
- e) To promote the greater involvement of parents, in partnership with management, teachers and students.
- f) To maintain statutory representation for parents on Boards of Management and Vocational Educational Committees.
- g) To obtain representation for members of the association on all Dept. of Education and Science bodies.
- h) To foster, in every way possible our social and cultural values, as well as academic aims.

### **3. Membership**

- a) Membership of the association shall be open to all parents of the students who are registered at Vocational Schools/ Education Centres.
- b) Parents representatives, elected by parents described in 3(a) and nominated by the association, sitting on Vocational Education Committees.
- c) Full membership of the association shall cease at AGM of education centre, or county parents association if (a) or (b) is no longer applicable.
- d) Where (a) or (b) no longer applies to an officer of the association, he/she may continue in office up to the conclusion of the following national congress.

### **4. The Association**

(a) The constituent bodies of the association shall be:

- 1) National Congress.
- 2) National Executive.
- 3) VEC Parents Representatives.
- 4) County Associations.
- 5) School Associations.
- 6) Associate Members.

(Ex-members of the association who may be invited by the national executive to contribute to the work of the association from time to time.)

(b) The association shall be autonomous, non-party political and non-denominational.

### **5. National Congress**

a) Congress shall be the body responsible for formulating the policy of the association.

b) Congress shall consist of:

- 1) The National Executive.
- 2) VEC Parents Representatives.
- 3) County Associations Delegates.
- 4) Two delegates per school/education centre association who shall be parents of children attending vocational schools/education centres.

- c) Each delegate shall have one vote
- d) The national congress shall meet in march.
- e) The national executive shall be responsible for organising congress and for appointing a standing orders committee.
- f) An extraordinary congress may be called by the national executive, or by 25% of all affiliated schools/education centres, at any time, for the purpose of establishing policy on matters of crucial importance. An extraordinary congress shall, in relation to the business for which it is called, be vested with the same power as congress.

## **6. Business of Congress**

- a) To consider and adopt the annual reports.
- b) To consider and adopt the annual financial statement.
- c) To appoint an accountant.
- d) To consider and vote on motions.
- e) To hold and announce the result of, the elections for officers. These elections shall be by secret ballot.
- f) The president shall be elected at Congress. He/She shall hold office for one year and if eligible, may be re-elected annually for a second and third year term (maximum-three years.)
- g) Decisions shall be made by simple majority of the delegates. In the event of a tie, a second ballot shall be held and if necessary the Chairperson shall have the casting vote.
- h) Twenty per cent of delegates entitled under article 5 to attend congress shall constitute a quorum.

## **7. The National Executive**

- a) The national executive shall consist of the VEC parent representatives, two delegates from each county VEC area association and two delegates from each affiliated school/education centre parents association.
- b) If a vacancy occurs in the presidency the vice president shall become acting president and an acting vice president shall be elected from the national executive.

- c) The national executive shall meet as often as necessary.
- d) Eight members shall constitute a quorum for the national' executive.
- e) The duties of the national executive shall be to act in all matters in accordance with association policy, or as it deems necessary in the best interests of the members where no defined policy exists, to promote the objectives of the association at all times and to keep the membership as fully aware as possible of the work of the association.
- f) The national executive shall appoint from among its members delegates to the National Parents Council, post primary Ltd. in accordance with allotted representation.
- g) The national executive shall have the power to establish sub-committees and nominate the personnel for the purpose of dealing with defined areas of work. The national executive shall have the power to dissolve these committees. In nominating the members of each sub-committee the national executive shall draw on the expertise available to it throughout the association.

## **8. County Associations**

- a) It shall be the responsibility of the VEC parent representatives to endeavour to establish county/area associations.
- b) The county/area associations shall elect two delegates to the national executive.
- c) The county/area association shall determine its own procedures/business provided they are in accord with this constitution. In general it should meet at least once per school term.

## **9. School/Education Centre Associations**

- a) The school/education centre association shall determine its own procedures/business provided they are in accord with this constitution. In general it shall meet at least once per school term. It shall elect a chairperson, vice chairperson, secretary, treasurer and PRO annually.
- b) The education centre shall affiliate to the national association.
- c) The association secretary shall forward the names and addresses of the officers to the national secretary annually or whenever changes occur.
- d) Failure to comply with the payment of affiliation fees will mean removal of all voting rights from the school/education centre association.
- e) Parent representatives on VEC's shall attend meetings of school/education centre associations in their county/area when requested to do so.

## **10. Finance**

- a) Congress shall decide annually the affiliation fee to be paid by each education centre association. These shall be paid annually on request from the national executive.
- b) The financial year shall correspond with the school year.
- c) A financial statement for the association shall be prepared by the end of October for the twelve months, ending the previous 31st August and examined by a registered qualified accountant's appointed by congress or by the national executive on the permission of congress. Copies of the accounts shall be circulated to all national executive members and all affiliated education centre parent associations.
- d) All funds of the association, at all levels, shall be held in a bank account.
- e) The national executive shall nominate three members for the administration of the bank account in accordance with this constitution. Two signatories shall be required for the withdrawal of funds from the account, one of whom shall be a trustee in the case of the executive.

### **11. Trustees**

- a) The national president, national secretary and the national treasurer shall be the trustees of the association.
- b) All funds and property of the association shall be vested in the trustees.
- c) A trustee shall be removable by resolution of a majority of the members of the national executive voting for that purpose.

### **12 Interpretation**

This constitution shall be interpreted by the national executive.

### **13. Constitutional Amendments**

This constitution or any part thereof, can be altered only on a majority vote of no less than two thirds of the delegates present and voting at congress.

### **14. NPCpp Ltd.**

The association accepts and ratifies the Articles of Association adopted by the National Parents Council post primary Ltd.

### **15. Dissolution**

In the event of the association being dissolved, any remaining funds and property of the association shall be donated by the national executive to a recognised charitable organisation.

