**PDA Constitution**

 **A. Title**

 The name of the Organisation is Principals and Deputy Principals Association. The

 Association is established as a Sub-Committee of the Executive of Aontas Muinteoiri

 Eireann(TUI)

 **B. Objects**

 1. To organise all Principal and Deputy Principals of second level schools who are

 Members of TUI.

 2. To provide a forum whereby members can express opinions on matters relating to their profession.

 3. To provide a means to promote the interests of members in regard to their

 Professional positions.

 4. To provide a structure whereby the problems unique to this group, in their riole as Principals and Deputy Principals, may be conveyed directly to the Executive of the Teachers Union of Ireland.

 5. to provide funds as may be required to defray legitimate expenses of the Association.

 6. To maintain the closest links with the parent body(Teachers’ Union of Ireland) and to

 Act in accordance with its policies

 **C. MembershipA**

 1. Full members– Principals, Deputy Principals, Acting Principals and Acting Deputy

 Principals of Second Level Schools who are members in good standing of Aontas Muinteoiri Eireann ( TUI) and who are elected to membership of the Association

 By existing members of the branch to which application for membership is made.

 2. Principal Teachers and Deputy Principals who have retired from permanent teaching

 service and who are duly elected by members of the branch to which they belonged

 shall be deemed to be Honorary Life Members.

 **D. Organisation**

 1. The Chief Governing Body of the Association shall be the Annual Convention.

 2. The Annual Convention shall consist of all members of the Association.

 3. The Annual Convention shall be held each year in November or an alternative

 Time as decided by Convention but on a date other than that of the TUI Congress.

 4. The Annual Convention shall elect the Officers of the Association for the year, by

 secret ballot, of all members present and voting.

 5. The Annual Convention shall determine its own procedure.

 6. Resolutions for Convention must be submitted to the Secretary at least two weeks

 prior to Convention.

 **E. Executive Committee**

 1. The Executive Committee shall consist of:

 (a) The Officers

 (b) One representative nominated by each electoral area as determined

 From time to time, by Aontas Muinteoiri Eireann.

 (c) The immediate Past President

 (d) A nominated representative of the National Executive of the TUI

 (e) The Executive Committee shall have powers of co-option.

 (2) For the purposes of 1(b) above, a Representative of each electoral

 area shall be elected by the members of that area at a meeting, which

 shall be held each year prior to Convention.

 (3) The Executive Committee shall meet not less than four times each year.

 (4) Area Representatives shall furnish their Branches with a report on

 each Executive meeting.

 (5) The Executive Committee shall require each Branch to submit a report after each meeting of the Branch.

 (6) The function of the Executive Committee shall be to carry out the directives of the Annual Convention and , where appropriate, bring

 Motions to the attention of the Executive of the TUI.

 (7) The Officers of the Association shall meet with the Officers of the TUI at least once per term.

 (8) There shall be a minimum of four Principals and four Deputy Principals on the Executive at all times. If this requirement is not met by election , then the Executive is required to co-opt the necessary members to meet the required numbers.

 **F. Officers**

 1. The Officers of the Association shall consist of the President, Vice- President, Past-President, Secretary and Treasurer.

 2. All Officers of the Association , except the President, shall be eligible for re-election from year to year, but shall not hold office for more than four consecutive years..

 3. The President shall hold office for one year and may seek re-election

 for a second and third year. The President shall not hold office for more than three consecutive years.

 4. Nominations for the office of President of this Association shall be

 made at Area meetings immediately prior to the Annual Convention

 and the President shall be elected at the Convention by secret ballot of all members, in good standing, present and voting.

 5. The Vice-President of the Association shall be elected by the Executive Committee at a meeting specially convened for the purpose immediately after Convention.

 6. nominations for all other Offices shall be made from the floor of the Convention.

 7. Nominations for the Presidency must be submitted to the Secretary

 at least four weeks prior to Convention.

 8. All officers of the Association shall be honorary but the Executive Committee shall have the power to use the Association’s funds to pay for professional assistance, e.g. clerical or to make other ex- gratia payments if such are recommended by the Annual

 Convention provided that the sum of such payments in any one year

 Shall not exceed 305 of the balance showing on the finished statement presented to the Annual Convention of that year.

 **G. Trustees**

 1. Trustees of the Association shall be the President, the secretary and Treasurer of the Association.

 2. All funds and property of the Association shall be vested in the trustees.

 3. Cheques and other documents for disbursing the funds of the

 Association must be signed by the Treasurer and one other Trustee.

 **H. Branches**

 1. Branches shall be organised on the same geographical basis as those

 of Aontas Muinteoiri Eireann.

 2. Branches shall consist of all members as defined in C.

 3. Each Branch shall elect its own Officers as members of that Branch deem fit, at an Annual General Meeting of the Branch held each year prior to Convention.

 4. Each Branch shall meet at least four times each year and shall furnish the Executive Committee with a copy of the minutes of each such meeting.

 **I. Subscriptions**

 1. An annual subscription of an amount which shall be determined by

 the Annual Convention shall be paid by each member.

 2. Members whose annual subscription are one full year in arrears shall no longer be deemed to be in good standing and shall forfeit all the priviliges of membership until such time as all arrears , including the current annual subscription, have been paid.

 3. Honorary Life Members shall not be required to pay the annual subscription.

 4. A portion (not exceeding 20%) of the Annual subscription collected

 In each Area shall be returned to the Area to defray the legitimate

 expenses of local members.

 **J. Alterations.**

 Alterations to the Constitution shall be made only at the annual Convention or one specially convened for the purpose, and with the approval of two-thirds of the Members present and voting. \* Notice of motion shall have been given one year before.

 \*For this purpose a quorum of one-sixth of the membership shall be required.