

## **Parents Association Constitution 2013**

### **1. The Aim of the Parents Association**

1.1 The aim of the Parents Association is to enable parents to play an active part in ensuring the best possible education and learning environment for our children through the association's programme of activities. The Parents Association shall promote the interests of the pupils in the Junior and Senior schools in co-operation with the Board of Management, principal teachers and students of the schools and for that purpose may:

- a) Advise the principals or the boards on matters relating to the school.
- b) Adopt a programme of activities which will promote the involvement of parents in consultation with the principals, in the operation of the schools.

### **2. The Role of the Parents Association**

2.1 The purpose of the Parents Association is to provide a structure through which the parents or guardians of children attending St Colmcille's Junior and Senior Schools can work together to create the best possible learning environment for our children.

2.2 The Parents Association will work with the Principals, Boards of Management and staff to build an effective partnership between home and schools in accordance with the Education Act 1998, 26. – (2)(a)

2.3 The Parents Association will promote the interests of the pupils in co-operation with the Boards of Management, Principals, teachers and students, in accordance with current legislation.

2.4 The Parents Association will affiliate to National Parents Council Primary annually.

2.5 The mission of the Parents Association is to promote partnership between schools and parents by communicating with and representing parents in order to ensure the best possible education and learning environment for our children.

### **3. The Work of the Parents Association**

The Parents Association will undertake a programme of activities, which will promote the involvement of parents/guardians and which will support pupils, parents and school staff.

### **4. Membership of the Parents Association**

4.1 All parents or guardians of pupils attending St Colmcille's Junior and Senior Schools are deemed to be members of the Parents Association.

### **5. Annual General Meeting**

5.1 The outgoing chairperson should chair the AGM. 5.2 Report on the previous years' activities.

5.3 Report on the previous years' accounts.

5.4 A copy of the previous year's minutes and the end of year financial statements will be distributed to all attending parents.

5.5 Members of the committee who have served only one year on the committee may be deemed to be automatically re-elected for a second year to preserve continuity.

5.6 All committee members who have served on the committee for four consecutive

years must step down for a year but may offer themselves for re-election there after providing they have a child attending St Colmcille's Junior or Senior National Schools

5.7 Parents can serve on the committee as long as they continue to be a parent or guardian of a child in the school.

5.8 Elect a new committee (with officer roles to be elected at the first committee meeting)

5.9 The election of the committee at the AGM should be presided over by a neutral party. (Board of Management Rep)

## **6. The Committee of the Parents Association**

6.1 The members of the Parents Association will elect a number of representatives who will have responsibility for managing the activities of the Parents Association.

6.2 The number on the committee will be a maximum of 15 with a minimum of 8. This number includes parent's representatives elected to each Board of Management. A parent representative on the Boards of Management may not hold an officer post on the Parents Association Committee to avoid any conflict of interest.

6.3 Maximum successive duration on the committee is 8 years unless there are not enough nominations to fill the committee vacancies.

6.4 If you have served on the committee for 8 years you may put yourself forward for re-election once a period of twelve months has elapsed.

## **7. The Work of the Committee of the Parents Association**

7.1 The committee is the team that manages the tasks of the Association, on behalf of the parent body (the members).

7.2 The committee will have responsibility for managing the activities of the Association.

7.3 The committee will manage and account for any funds collected by the Parents Association.

7.4 The committee will be responsible for ensuring that activities are run in an efficient and effective way.

7.5 The committee will draw up a plan for the activities of the Association for the following school year in the last term of the preceding year in consultation with the schools principals and with parents in accordance with their wishes.

7.6 The committee will normally meet once a month during school year.

7.7 A quorum is required for decisions to be made. The quorum is calculated as 50% of the committee membership plus one.

## **8. The Election of the Parents Association Committee**

8.1 Nominations for the committee should normally be submitted in writing to the secretary one week prior to the Annual General Meeting.

8.2 All those wishing to remain on the committee after periods of two, four and six years should have their name on the ballot paper and be voted in along with newcomers.

8.3 Prior to the AGM the secretaries compile the details of all committee nominees.

8.4 On the night of the AGM the secretaries introduce the nominees for the committee to the parent body.

8.5 The election of officer roles takes place at the first meeting of the new committee.

## **9. Voting Procedures of the Committee**

- 9.1 Two tellers duly proposed and seconded are to be chosen before balloting begins.
- 9.2 Official ballot papers must be issued to everyone attending the AGM.
- 9.3 All ballot papers should be retained for future reference.
- 9.4 Votes must be counted in the room in full view of voters.
- 9.5 The exact count for each nominee must be noted and filed in a committee election file.

## **10. Voting Procedures of Officer Roles**

- 10.1 The first meeting of the new committee is chaired by the highest ranking officer from the previous years' committee.
- 10.2 Each officer role is of one year duration.
- 10.3 An officer role can only be held for a maximum of four consecutive years (subject to Re-election)
- 10.4 Officer roles as follows: Chairperson, Vice Chairperson, Joint Secretary, Treasurer, Vice Treasurer, N.P.C. Reps (x2), Web Coordinator (x2), Sub Committee (x2), Newsletter, Special Needs Co-Ordinator (x2).
- 10.5 The Chairperson, Secretary and Treasurer must be from the previous year's Committee.
- 10.6 People can nominate themselves for a role.
- 10.7 Where two or more people are nominated for a position they should be given the opportunity to speak a few words on their own behalf.
- 10.8 Names of each nominee should be written on the board prior to each vote.
- 10.9 Official ballot papers must be issued.
- 10.10 Voting should take place in order, Chairperson, Vice chairperson, Joint Secretary, Treasurer, Vice Treasurer, N.P.C. Reps, Web Coordinator, Sub Committee(x2), Newsletter, Special Needs Co-ordinator (x2).
- 10.11 Votes must be counted in the room in full view of voters.
- 10.12 The exact count for each nominee must be noted in the election file. All ballot papers should be retained for future reference.

## **11. Finance**

- 11.1 The Parents Association will finance its activities through fund raising.
- 11.2 A treasurer and vice treasurer will be appointed from among the committee members and will be responsible for keeping the accounts of the income and expenditure of the Parents Association.
- 11.3 The Chairperson, Secretary and Treasurer, will be authorized signatories on the account. Cheques drawn on the account must have two authorized signatures.
- 11.4 Parent Associations must take out an insurance policy.
- 11.5 The Parents Association will keep a bank account in its name.
- 11.6 The Treasurer provides an annual report to the BOM and subsequently to the parent body at the AGM.

## **12. Fundraising**

- 12.1 The Parents Association Committee will seek approval from the Boards of Management as to the specific schools projects for which funds are to be raised and used by the Parents Association.
- 12.2 Any funds must be used for the purpose for which the money was collected.

### **13. Sub Committee**

13.1 The Sub Committee is utilised for particular tasks or events that need extra organisation throughout the calendar year. (E.g. Santa / Communion / Coffee mornings etc.)

13.2 A Sub Committee can change from event to event depending on relevant experience of members and availability.

13.3 A Sub Committee can co-opt people from the general parent body to assist in their work.

13.4 The subcommittees may not make decisions; they remain at all times accountable to the main committee.

### **14. Committee Attendance**

14.1 The Chairperson will formally request a committee member to resign if he/she has missed more than 3 consecutive meetings without apology or explanation.

14.2 The Chairperson will ask a committee member to resign if they have missed more than 6 meetings in one school year, even with apologies, except B.O.M. members who are not required to attend.

14.3 If a member wishes to resign during the committee's term, a written resignation should be sent to the Chairperson.

14.4 If a member resigns prior to February mid-term break the post may be filled from the list of votes taken at the AGM. The person who received the next highest votes will be deemed elected. If a member resigns after the February mid-term break the post will not be filled until the following A.G.M.

14.5 If the number on the committee falls to below the minimum number of 8, an EGM should be called in order to hold a vote for new members.

14.6 Any meetings with the BOM which involve committee business must have at least two members of the committee present.

### **15. Constitution**

15.1 The Constitution should be reviewed every four years.

15.2 Any revision of the constitution must be passed by the BOM and then voted on at the AGM.

15.3 A majority vote can be passed by a show of hands at the AGM.