



## *Draft Constitution of the Parent Association of Scoil Mhuire Naofa Rathfeigh*

This Draft Constitution is subject to ratification by the Parents' Association of Scoil Mhuire Naofa Rathfeigh and also by the Board of Management before it can be introduced.

It is proposed to present this Draft Constitution to the AGM of the Parents' Association. It will need to be considered by parents and ratified by the Parents' Association at the following AGM or at an EGM specially called for that purpose. The Constitution, when approved by the Parents' Association, will then be subject to ratification by the Principal/Board of Management before its introduction.

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### *Name:*

The name of the Association shall be " Scoil Mhuire Naofa Rathfeigh Parents' Association".

### *The Purpose of the Parents' Association*

The aim of the Association is to provide a structure through which the parent(s)/guardian(s) of children attending Scoil Mhuire Naofa Rathfeigh can work together for the best possible education of their children. The Association will work with the Principal, the Staff and the Board of Management to build an effective partnership between home, school and staff and also to promote the best interests of the students and the school. This is in accordance with the Education Act, 1998, which sets out the role of Parents' Associations and seeks to promote the involvement of parents in the functioning of the school. This is done in consultation with the Principal.

### *The Membership of the Parents' Association*

All parent(s)/guardian(s) of children enrolled at Scoil Mhuire Naofa Rathfeigh will be deemed members of the Parents' Association. Membership ceases when a parent or legal guardian ceases to have at least one child attending Scoil Mhuire Naofa Rathfeigh.

## *The Parent Committee of the Parent Association*

- i Membership of the **Parent Committee** is open to any parent/guardian of a child enrolled in the school.
- ii Members of the Parent Association will be invited to volunteer to become members of the **Parent Committee**. This will happen at the AGM following written, text message or electronic notice to parents.
- iii The **Parent Committee** will number a minimum of 6 and a maximum of 20, along with the 2 Parent Representatives elected to the Board of Management (ie a maximum total of 22). Neither of the two Board Representatives may hold another officer post on the **Parent Committee**.
- iv If more than 20 parents volunteer for the **Parent Committee**, an election will be held at the AGM. The term of office is one year culminating at the following AGM. Volunteers for the new **Parent Committee** will then be sought at the AGM.
- v Election of the **Parent Committee** shall be by a simple majority vote of the members present, using a show of hands to vote for the entire panel of Parent(s)/Guardian(s) who have volunteered for the **Parent Committee**. If the total number volunteering for the **Parent Committee** exceeds 20, an election shall take place. A list of the candidates shall be compiled at the meeting. Each parent present will have one written vote for the candidate of their choice. The 20 candidates with the most votes shall be declared elected. A list of those volunteering and voted for will be recorded in the minutes.
- vi The Principal and/or Deputy Principal may attend meetings and are *ex officio* members of the **Parent Committee**.
- vii The new **Parent Committee** will meet and elect its officers within one calendar month of the AGM.
- viii Any elected member who misses three consecutive committee meetings, without valid reason, will be deemed to have resigned. Under such circumstances new members can be co-opted onto the **Parent Committee**. Priority will be given to parents who volunteered and were voted for at the previous AGM. (See point 'v' above.)

## *The Work of the Parent Committee*

- i Meetings will be opened with the passing of the minutes, matters arising, correspondence, treasurer's report and the remaining agenda of the meeting.
- ii The **Parent Committee** shall meet at least four times per school year and on a needs basis.
- iii Any meeting of the **Parent Committee** must have a quorum of at least one third of the membership.
- iv Minutes of the preceding meeting must be signed, adopted and kept.
- v Motions put to a vote at **Parent Committee** meetings shall be carried by a simple majority. In the case of a tied vote, the Chairperson shall have the casting vote.
- vi No meeting will last longer than two hours unless there is a two thirds majority voting to extend the length of the meeting. Any one extension will be for no longer than 30 minutes. Items not covered on the agenda will be carried forward to the next meeting.
- vii Parents may put an item on the agenda by requesting a member of the **Parent Committee** to do so.



## *Co-options and Sub-committees*

The **Parent Committee** may co-opt parents onto the committee to assist in its work. Sub-committees can be set up for particular tasks. The sub-committees may also co-opt parents to assist in their work. The sub-committees may make recommendations. They are accountable to the main committee.

## *Finance*

- i The Parents' Association will finance its activities through fund raising specifically organised to finance the work of the Parents' Association.
- ii A treasurer will be appointed from among the **Parent Committee** members and will be responsible for keeping the accounts of the Parent Association finances. The treasurer will give a statement of income and expenditure at each committee meeting.
- iii A written statement of income and expenditure will be given at the AGM.
- iv The Parents' Association will keep a bank account in its name. Any two signatures from those of the chairperson, secretary and treasurer shall be required to sign cheques drawn on behalf of the Association.
- v At no time shall the bank account/s be overdrawn if available funds are not sufficient to cover the overdraft. In the event of the Association's dissolution, power of attorney shall pass to the Board of Management with the proviso that resources be disposed of at the discretion of the Board of Management.

## *Annual General Meeting:*

- i The Annual General Meeting of the Parents' Association will be held once every calendar year, normally in September/October.
- ii All parents or guardians of children attending the school will be invited in writing, by text message or electronic communication, not less than two weeks before the AGM.
- iii The basic purpose of the meeting is to account for the work of the past year; account for income and expenditure; deal with resolutions and such matters about which notice has been given to the **Parent Committee**; hold elections for the **Parent Committee**.
- iv All parents or guardians attending the meeting shall be entitled to vote once. Proxy voting will not be permitted.

## *Election of Parents' Representatives to the Board Of Management:*

- i In accordance with the rules governing nomination of Parents' Representatives to the School Board of Management, the Association shall conduct an election to nominate the Parents' Representatives to the Board of Management.
- ii Notice of election with an invitation for nominations shall be given to all parents two months in advance of the date of the election.
- iii Nominations of Candidates, one male and one female, shall be submitted in writing, or electronic mail for the attention of the Chairperson of the Parents' Association. These must be received six weeks prior to the election
- iv Parent Representatives elected to the Board of Management automatically become members of the Committee but may not hold another officer post on the Parent Committee.

### **Procedure for Election of new representative(s)**

- v Notice of the Board Representative(s)' election which includes the name(s) of the candidates will go out to Parents at least one month in advance of the election date.
- vi The election will be conducted in the school under the auspices of the Principal.
- vii Candidates will be facilitated by the school in publishing their candidacies on the school web page.
- viii Parent Committee members may oversee and observe the election procedure on the night but the election proper will be conducted by the Principal and the school.

## *Fund Raising*

- i Fund raising for the school by the Association will be done in consultation with the Principal/Board. The Association's Parent Committee will consult with the Board/Principal as to the specific school projects for which funds are to be raised by the Association.
- ii Substantial donations to the Association may only be accepted with the agreement of the Parent Committee.

## *Extraordinary General Meeting of the Association*

Any 'Meeting' of the Association, other than an AGM will be called an EGM (Extraordinary General Meeting'). An EGM may be called for some 'special' or 'extraordinary' item(s). The item(s) on the agenda will be specified in the notification for the EGM. The notice required for an EGM is two weeks. The meeting will be confined to dealing with the item(s) notified on the EGM agenda.



## *Changing the Constitution*

Changes to the Constitution can be made at the AGM or at an EGM. Proposals/Motions to change the constitution must be submitted in writing to the Parent Committee of the Association **10 calendar days** before the AGM or EGM. These Proposals/Motions will be made available to parents before the AGM or EGM. All parents of children enrolled in the school at the time of meeting are eligible to vote on the Proposal(s). A two-thirds majority of those present and voting is required to pass any changes to the Constitution.

### **APPENDIX I**

#### **Duties of Officers of the Parent Committee**

##### **Chairperson**

- i Decides on meetings and agenda in consultation with the Principal.
- ii Ensures that all present can contribute to the meeting.
- iii Keeps meetings to order and on time.

##### **Secretary**

- i Arranges the agenda of all meetings in consultation with the Chairperson and the Principal.
- ii Ensures that all members are notified of meetings.
- iii Ensures that accurate minutes are kept of meetings.
- iv Corresponds and liaises with other bodies when necessary.
- v Presents an Annual Report on the activities of the Parent Committee to the Annual General Meeting of the Association.

##### **Treasurer**

- i Ensures that funds are in hand to meet the necessary expenses of the association.
- ii Keeps accurate accounts and records regarding all income and payments made on behalf of the Association.
- iii Presents an Annual Treasurer's report to the Parents' Association.
- iv Ensures that accounts shall be audited annually.