

# **THE CONSTITUTION OF THE PARENT ASSOCIATION OF OUR LADY OF CONSOLATION NATIONAL SCHOOL**

## **THE PURPOSE OF THE PARENT ASSOCIATION**

The purpose of the parent association is to provide a structure through which the parents/guardians of children attending Our Lady of Consolation N.S. can work together for the best possible education for their children. The parent association will work with the principal, staff and board of management to build effective partnership of home and school.

## **THE AIM OF THE PARENT ASSOCIATION**

The aim of the parent association is to enable parents to play their part in ensuring the best possible education for their children, through the association's program of activities.

The parent association will promote the interests of the students in co-operation with the board, principal, teacher and students, in accordance with the provisions of the Education Act, 1998.

## **WORK OF THE PARENT ASSOCIATION**

The parent association will undertake a program of activities which will promote the involvement of parents and which will support pupils, parents and school staff. In planning its activities, the parent association will consult with the school principal.

The parent association may advise the principal and board on any matters relating to the school in accordance with the Education Act, 1998,26(2) (a)

## **THE MEMBERSHIP OF THE PARENT ASSOCIATION**

All parents or guardians of children attending Our Lady of Consolation School will be deemed to be members of the parent association.

## **THE COMMITTEE OF THE PARENT ASSOCIATION**

The members of the parent association will elect a number of members who will have responsibility for managing the activities of the parent association. This team will serve as the committee of the parent association.

## **THE WORK OF THE COMMITTEE OF THE PARENT ASSOCIATION**

The committee is the team that will manage the tasks of the association on behalf of the parent body (the members).

The committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.

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

The committee will consult with the school principal when planning the program of activities for a particular year.

The committee will arrange with the principal and board a system for ongoing communication.

At the annual general meeting (AGM) the committee will report to the parent body (them members) about its work.

The committee will manage and account for any funds collected by the parents association.

### **MEMBERSHIP OF THE COMMITTEE**

The members of the committee will be elected each year at the AGM of the parent association.

The number of the committee will be a maximum of 12 with a minimum of 6.

Each member will be elected for one year. Members may go forward for election for a further year, providing they have a child in the school.

Parent representatives elected to the board of management are automatically members of the committee, but will not hold an officer post.

The committee may co-opt people onto the committee to assist in their work. Subcommittees can be set up or particular tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions. They are accountable to the main committee.

### **STEPPING DOWN FROM OFFICE**

A member may resign his/her position, without notice, at any time by informing an officer of the committee. Members of the committee should send their apologies when unable to attend any meeting. Anyone who fails to attend three (3) consecutive PA meetings, without apology, shall be deemed to have resigned, unless the committee decides otherwise. The individual shall be contacted in writing to this effect.

### **COMMITTEE MEETINGS**

- The PA shall meet once per term during the school year.
- It may convene for extra meetings where required.
- Parents' representative on the BOM will be invited to all PA meetings.
- The quorum (number required for a valid meeting) shall be 50% of the current elected committee membership plus one.
- An agreed report should be sent to the principal after each P.A. meeting.
- The next meeting date should be agreed at each meeting.
- Members should be informed of any changes one week in advance.

### **FINANCE**

The parent association will finance its activities through fund raising specifically for the work of the parent association, or through a small annual charge on parents to be agreed at the AGM.

A treasurer will be appointed from among the 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 each committee meeting.

A written statement of income and expenditure which has been audited by the Treasurer of the BoM and one other person and duly signed will be given at the AGM.

The parent association will keep a bank account in its name. The treasurer and at least one other member of the committee must sign cheques drawn on the account.

### **FUNDRAISING FOR THE SCHOOL**

Fund raising for the school by the parent association will be done with the prior agreement of the board. The parent association committee will agree with the board as to the specific school projects for which funds are to be raised by the parent association.

### **MEMBERSHIP OF NATIONAL PARENTS COUNCIL PRIMARY**

The parents association will affiliate to National Parents Council Primary annually.

### **AGM**

- AGM of the PA shall be held during September/October of each year and the following will be transacted: Chairpersons Address, Secretary's report, Treasurers report and General Business.
- A minimum of 21 days notice must be given to all members i.e. parents and guardians of current pupils.
- Notice shall be issued through the sending home of a detailed notice with each child and the placing of notices within the school.
- A register in attendance should be taken at the meeting.
- Any member may put forward a motion for the AGM. It must be in writing and received by the committee ten (10) days before the AGM date.
- Every person present at the AGM, or any PA meeting, is entitled to vote and may do so at his/her discretion. Each person is entitled to one vote. Where the vote is tied, the sitting chairperson will have the casting vote.
- Where accidental omission to give notice of the meeting occurs, it will not invalidate any resolution passed or proceeding held at that meeting.

### **CHANGING THE CONSTITUTION**

Changes to the constitution can be made at the AGM. Proposals/motions to change the constitution must be submitted in writing to the parent association committee. The parent association committee will then circulate these motions to all parents before the AGM. All parents of children in the school at the meeting are eligible to vote on the proposals.