

THE CONSTITUTION OF THE PARENT'S ASSOCIATION OF ST. MOCHUOS NATIONAL SCHOOL RATHCOFFEY

The Purpose of the Parent's Association

The purpose of the parent association is to provide a structure through which the parents/guardians of children attending Rathcoffey 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 programme of activities.

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

The Work of the Parent Association

The parent association will undertake a programme 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 Rathcoffey N.S. 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 are run in an efficient and effective way.

The committee will consult with the school principal when planning the programme 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 (the members) about its work.

The committee will manage and account for any funds collected by the parent 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 5.

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.

Following each Board of Management meeting the parent representative shall be invited to the next committee meeting to give an update on Board of Management meetings

The Committee shall consist of a Chairperson, Secretary, Treasurer and Officers as deemed necessary.

Nominations for Committee positions will be taken from the floor during AGM/EGM.

The nominee must be present for have indicated to the secretary that he/she is prepared to accept the nomination and be proposed and seconded by members.

Where there is more than one nominee for a Committee position voting will be by secret ballot

Co-options and Subcommittees

The committee may co-opt people onto the committee to assist in their work.

Subcommittees can be set up for 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.

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 at each committee meeting.

A written statement of income and expenditure 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. The Board of Management have ultimate control over Parent Association funds.

Fund raising 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 of management as to the specific school projects for which funds are to be raised by the parent association. All funds collected by the parents association will be for their purpose and no other.

Membership of National Parents Council Primary

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

General Meetings

The Annual General Meeting will take place on a date agreed by the Committee. Written notice will be given to all members 21 days prior to the AGM/EGM. All motions must be in writing and received by the secretary 14 days before the date of the AGM. Adoption of proposed changes to constitution and rules required the approval of two thirds of those present and voting. An EGM (Extraordinary General Meeting) may be called by the Committee as deemed necessary. Upon written request of at least 25% of members an EGM must be called. In the case of a tied vote the Chairperson shall have the casting vote. This casting vote is in addition to the Chairperson's normal vote.

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.