

# **SCOIL BHRÍDE PARENTS' ASSOCIATION CONSTITUTION**

## **SCOIL BHRÍDE** **CLANE** **COUNTY KILDARE**

(This constitution was voted on at AGM held 24<sup>th</sup> September 2014)

### **NAME:-**

The Association shall be known as Scoil Bhríde Parents' Association.

### **MEMBERSHIP:-**

All parents or guardians of children attending Scoil Bhríde are deemed to be members of the Association.

The Parents' Association will elect a committee to represent all parents/guardians of the children in Scoil Bhríde and this committee will manage the activities of the association.

### **AIMS:-**

To help parents to be aware of their role (rights and duties) in regard to the school.

To develop an active partnership with the school authorities.

To ensure that parents are represented and participate in all processes relating to the school which affect their children.

To assist parents to acquire the skills which their role demands, for example, training courses, talks, distribution of a newsletter, health promotion / childcare literature, development of a website.

To promote the development of the educational services within the school.

To provide a forum as follows:

For the elected parents' representatives of the Board of Management to feedback relevant issues to the Association.

For the Association to communicate to the elected parents' representatives matters which they wish to raise at Board of Management level.

### **ELECTION OF THE COMMITTEE:-**

Expressions of interest in joining the Parents' Association Committee will be invited in advance of or at the Annual General Meeting.

The Annual General Meeting shall be held no later than the 30th September. All parents/guardians must be invited in writing no less than one week before the AGM.

The Committee shall be elected each year at the Annual General Meeting.

Committee members are required to attend Parents' Association Committee meetings. Any Committee member not attending 3 consecutive meetings will, subject to the discretion of the Chairperson, be deemed to have resigned.

The number of parents elected shall be a minimum of ten and a maximum of twenty two.

In the case of over subscription preference shall be given, where possible, to new members/unrepresented classes. A waiting list may be held if any vacancies arise during the year.

A list of helpers who would like to help support the Committee shall be held by the Secretary. They shall be contacted once a term to discuss projects or individually, as necessary.

Any meeting of the Committee must have a quorum of fifty percent plus one of the active members list, to include two Officers or Assistant Officers, before it is valid.

The parents' elected representatives on the Board of Management shall automatically be members of the committee but cannot hold Officer positions.

The elected Committee at its first meeting must elect the Officers as follows:-

- Chairperson
- Secretary
- Treasurer

And any other position deemed necessary to effectively carry out the functions.

No member of the committee will hold the same officer position for more 3 consecutive years.

Retiring members are eligible for re-election at the Annual General Meeting.

The Committee should meet at least once a month during school term.

Minutes of each meeting must be duly adopted, signed and kept.

### **SUB-COMMITTEES**

Sub-committees can be set up for particular tasks. The sub-committee may also co-opt people to assist in their work, such persons may not hold office or be entitled to vote. The sub-committee may not make decisions ; they remain at all times accountable to the main committee.

### **CHANGING THE CONSTITUTION**

Changes to the constitution can be made at the AGM or , if for an urgent reason, an EGM can be called for that specific purpose. Proposals to change the constitution must be submitted in writing to the Parent Association committee. The Parent Association committee will then circulate these proposals to all parents before the AGM/EGM. All parents of children in the school at the meeting are eligible to vote on the proposals.

### **FINANCE:-**

The Association shall raise funds by whatever legal means are decided by the elected Committee, with the prior agreement of the Board of Management.

Donations made to the Association may only be accepted by the agreement of the Committee.

All expenditure shall be accounted for in detail by the presentation of accounts at the AGM.

Any lump sum donated by the Association to the school shall be accounted for by a breakdown of the use to which it is put, with receipts where possible.

Any request for funds for the school must be accompanied by details of costing and must be approved by the Committee.

A bank account shall be held for which the signatures of two Officers shall be required on all cheques, withdrawals and deposit account slips.

At no time shall the current account be overdrawn.