

CONSTITUTION

Title: -

The name of the Association shall be Scoil Dhairbhre Parent Association.

Membership: -

All parents/guardians of children attending Scoil Dhairbhre shall be deemed to be members of the Association.

Objectives: -

The primary objectives of the Association shall be:

1. To represent the views of parents by providing a forum for parents of pupils to discuss matters of mutual concern and initiate activities relating to the education, welfare and development of their children.
2. To increase an awareness in education matters through discussions, lectures and publications, e.g. Department of Education circulars; therefore enabling members to contribute more constructively and effectively to the Association.
3. Advising the school principal and Board of Management on any matters relating to the school in accordance with the Education Act, 1998, 26, (2)(a) e.g. school policy.
4. Promoting the interests of pupils of Scoil Dhairbhre, with the support of the Board of Management, principal, teachers and pupils, in accordance with the provisions of the Education Act, 1998.
5. To promote positive communication and an effective partnership between parents and teachers, beneficial to the pupils and the school as a whole.
6. To endeavour to impress upon parents the importance of their role as educators of their children and to support the implementation of the curriculum.
7. To undertake a programme of activities, which will promote the involvement of parents, in the co-operation of the school, in consultation with the principal in accordance with the Education Act, 1998, 26, 2(b).
8. To support the Board of Management, School principal and teaching staff in any way within the powers of the Association.
9. To assist in extra-curricular activities.
10. In consultation with the Board of Management of the school, the Association shall undertake to organize fundraising activities for specific projects, which are beneficial to enhancing the education and well being of the pupils of Scoil Dhairbhre.

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Structure: -

1. The Executive Committee shall conduct the ongoing business of the Association.
2. The Executive Committee shall consist of a maximum 10 and a minimum of 5 members, comprising of a Chairperson, Secretary, Assistant Secretary, Treasurer and Public Relations Officers and non-officers. These non-officers will include the 2 parent nominees elected to the Board of Management. No officer shall hold the same position for more than two consecutive full terms.
3. The elected Executive Committee shall hold office for one year, after which time the Committee must disband, but all members of the Executive Committee are eligible for re-election. The Election will take place at the Annual General Meeting [AGM] overseen by an independent third party, who will take nominations and run the election. Two tellers nominated will count the votes.
4. The Provisions of Appendix I shall govern the elections of the Parent Association Executive Committee.
5. The elected Committee shall at the first Executive Committee meeting after the AGM, elect from their ranks the officers of the Association, by secret ballot.
6. The Executive Committee shall have the power to fill vacancies, which may arise. It shall also have the power to appoint sub-committees, if deemed necessary to deal with any specific activity. Sub-committees may co-opt people to assist in their work. Sub-committees may not make decisions; they are accountable to the main committee.
7. The Executive Committee shall meet no less than 6 times each year and undertake to hold a general meeting no less than once every school term. If an Executives Committee member misses three consecutive committee meetings without valid reason, he/she shall be deemed to have resigned.
8. All officers shall carry out the duties of their office in accordance with the provisions of Appendix 2.
9. The Executive Committee may invite the Chairperson of the Board of Management, Principal, or their nominees to attend meetings.

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General Meeting: -

1. An Annual General Meeting of the members shall be held within the month of September. A quorum of one-third of the Associations members is required for the Annual General Meeting (based on one representative from each household).
2. The following business shall be transacted at the AGM.
 - a. Chairpersons Address
 - b. Adoption of the Secretary's Report
 - c. Adoption of the Treasurer's Report
 - d. Discussion and voting on motions of which notice has been given
 - e. Election of Committee members
3. A quorum for the AGM shall consist of one-quarter of the members of the Association to be present.
4. A quorum for a meeting of the Executive Committee shall be five members.
5. At least 5 working days clear notice shall be given in respect of each meeting of the Association and notice shall include the agenda setting out the business to be transacted at the meeting.
6. Voting at General Meetings
Only one member per household shall be entitled to a vote. A majority of 50% +1 of voting members present shall be sufficient to have a motion carried. Voting on motions shall be on a show of hands, unless a secret ballot is deemed necessary by the Executive Committee. In the event of a tie, the Chairperson shall have the casting vote.
7. Notice of Motions and Notice of Meetings
Motions to be discussed at the AGM must be submitted in writing to the Secretary at least five working days prior to the convening of the AGM. The Secretary shall give at least 10 working days notices of holding an AGM to the officers and members of the Executive Committee and to the members of the Association. Such notice shall be given in the form of an individual circular in any way the Executive Committee deem appropriate.

Extraordinary General Meetings

1. The Executive Committee shall within 10 working days call an Extraordinary General Meeting [EGM] on a specific motion if requested to do so by not less than 10 members of the Association. The Executive Committee shall have the right to veto calling an EGM. In the event of such a veto being exercised the matter

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- should be referred to the Board of Management to determine whether or not such a meeting should take place.
2. The Secretary shall give 10 working days notice of holding an EGM to the officers and members of the Executive Committee and the members of the Association. Such notice may be given in the form of an individual letter/circular in any way the Executive Committee deem appropriate.
 3. A quorum for an EGM shall consist of one-quarter of the members of the Association to be present.
 4. Voting at Extraordinary General Meetings
Only one member per household shall be entitled to a vote. A majority of 50% +1 of voting members present shall be sufficient to have a motion carried. Voting on motions shall be on a show of hands, unless a secret ballot is deemed necessary by the Executive Committee. In the event of a tie, the chairperson shall have the casting vote.
 5. An Emergency Executive Committee meeting may be held without five days notice.

Finance: -

1. The Association will fundraise using the name of the school, for school authorised activities only the authorisation of the Board of Management. The expenditure of these funds shall be by the Board of Management in consultation with the Parent Association.
 - a. The funds for the Scoil Dhairbhre Parent Association shall be held in an account that is fully liquid and can be deposited/withdrawn at will [HEREAFTER referred to as ACCOUNT]. These funds must be guaranteed by the financial institution in the event of insolvency by the financial institution.
2. The Executive Committee shall organize the authorization form with the financial institution for signatures for Scoil Dhairbhre Parent Association account. All monies received must be lodged thereto and all withdrawals must be made there from.
3. No monies shall be expended unless;
 - a. Prior approval has been given by the Executive Committee
 - b. Monies are being spent in the furtherance of the objectives of the Association
 - c. The fact that approval has been given by the Executive Committee shall be conclusive evidence that the purpose of the expenditure involved was to the furtherance of the Association's objectives.

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4. The Treasurer shall prepare and present up-to-date accounts for each General Meeting and also the AGM.
5. All expenses shall be paid authorized by two signatories of the Committee e.g. the Chairperson, The Treasurer, the Secretary, and a cheque drawn from the account.
6. At least two people one of whom could be the Treasurer shall be appointed from the Executive Committee, prior to any fundraiser event, who will count and certify proceeds with their signatures. The Treasurer will then lodge all monies in the Scoil Dhairbhre Parents Association account within a reasonable time.
7. In the event of the dissolution of the Parents Association, power of attorney shall pass to the Board of Management, with the provision that resources be disposed at the discretion of the Board of Management.

Means of Operation: -

The Association shall affiliate to the National Parent Council – Primary each year.

The Association shall attend the National Parent Council – Primary meetings when applicable.

Amendments to the Constitution:-

Alteration to the constitution may be proposed at the AGM, provided that 5 working days written notice signed by a proposer and a seconder, to the Secretary. No alterations shall be deemed carried, unless with the approval of two-thirds of the voting members present.

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Appendix 1

Elections of the Parent Association Executive Committee

- I. It is the responsibility of the outgoing Executive Committee to ensure that the election run efficiently and in line with the provisions of the Association Constitution.
- II. In order to achieve good representation on the Executive Committee, one or more candidates shall be nominated for each year group as follows: Junior Infants, Senior Infants, First Class, Second Class, Third Class, Fourth Class, Fifth Class, and Sixth Class.
- III. The Association's Secretary shall issue nomination forms to parents of each year group. Parents may approach potential candidates for their year group to confirm their willingness prior to nominating them.
- IV. Candidates for election shall be proposed and seconded by their respective year group and shall confirm their willingness to act on the Executive Committee if elected.
- V. The candidate who received the most nominations shall be deemed elected for that year group. In the event of two or more candidates being proposed and seconded for the year group, an election by secret ballot shall take place at the AGM to determine the committee member for that year group.
- VI. Voting shall be by way of secret ballot and shall be overseen by an independent observer.
- VII. If no secret ballots are cast in the ballot box, nominations can be proposed, and seconded, from the floor at the AGM.
- VIII. All parents shall be notified in writing of the list of elected committee members.

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Appendix 2

Duties of the Officers and Parent Representatives

- I. The Chairperson shall chair all meetings of the Association. In his or her absence, the meeting shall elect its own Chairperson. The Chairperson shall know the rules of procedure, starts a meeting on time, introduces a meeting, introduces each topic, encourages members to contribute, maintains order, summarises from time to time, is seen to be fair, summarises at the end and gets the meeting over in time.
- II. The Secretary and Assistant Secretary shall conduct correspondence, summon meetings, keep an accurate written record of all proceedings of such meetings and produce the record for adoption by the members and signature of the Chairperson at the next meeting. The records shall be available at reasonable times for inspection by any member of the Association.
- III. The Secretary together with the Chairperson draws up the Agenda for all meetings.
- IV. The Treasurer shall keep an accurate record of all monies received and spent. Up-to-date accounts shall be prepared and presented at each General Meeting and also at the AGM. All expenses shall be paid by cheque and authorized by two persons e.g., Chairperson, The Treasurer, and the Secretary.
- V. Parent Nominees on the Board of Management are entitled and encouraged to attend the meetings of the Parent Association. Their role at these meetings is to brief the Association on the non-confidential areas of Board of Management business, which is of relevance to parents and for the purpose of furnishing the Board of Management meetings with a report on the activities of the Parent Association.

SCOIL DHAIRBHRE PARENTS ASSOCIATION
CRUARY CLONAKILTY

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Proposed Cheque Request Form;

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| SCOIL DHAIRBHRE PARENTS ASSOCIATION CHEQUE REQUEST FORM | |
| Date; _____ | |
| Payee; | _____ |
| Amount; | _____ |
| | — |
| Description; | _____ |
| | _____ |
| Authorized; | _____ Authorized; _____ |