

CONSTITUTION OF THE PARENTS ASSOCIATION
Scoil Ursaille Naofa
Two-Mile House
Naas
Co.Kildare.

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 Scoil Ursaille Naofa 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).

What the Parents Association is not about.

- Decision making and management issues in the school.
- Professional issues re- teaching and learning
- A channel for complaints for parents.

The Membership of the Parent Association

All parents or guardians of children attending Scoil Ursaille Naofa 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. The team will serve as the committee of the parent association.

The Work of the Committee of the Parent Association

The committee 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.

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.

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 shall be elected each year at the AGM of the parent association. Only those who give consent may be elected or co-opted to the committee.

Committee members may serve on Committee for three consecutive years and no more than three years in any five years. Those who have served one year will be deemed to be re-elected to serve their second and third years if these are consecutive. The remaining places will be filled by nomination or election by those present at the AGM. If the total number nominated exceeds the number of vacancies there shall be an election among those present to fill the balance of places vacated by the outgoing members of committee.

The number of the committee will be a maximum of 11 with a minimum of 9. It should be the aim of the association to have a minimum of 4 men and 4 women on the committee.

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

Operation of the Committee

The new committee shall have their first committee meeting at the earliest opportunity following the AGM and thereafter endeavour to have monthly meetings during the school year.

A quorum shall consist of 5 (five) members of the committee.

The Committee shall from its own members nominate/ elect a chairperson, secretary and treasurer.

Co-options and Subcommittees

If the membership of the committee falls below 9(nine) at any time the committee shall have the power to co-opt a parent/ guardian to fill the remaining places.

Sub-committees can be set up for particular tasks. The sub-committees may also co-opt people to assist in their work. The sub-committees must act in accordance with the wishes and instructions of the main committee. They are accountable to the main committee.

Annual General Meeting

The Annual General Meeting of the association shall be held in September of each year and shall be open to all members each of whom shall be entitled to vote.

The Principal/ Chair person of the Board of Management shall be invited to address the AGM.

At the AGM the Chairperson shall read a report of the year's activities.

A written statement of income and expenditure shall be given by the Treasurer.

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.

The treasurer will be responsible for keeping the accounts of the parent association finances and will give a statement of income and expenditure at each committee meeting.

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.

Fund Raising for the School

Fund Raising for the school by the parent association will be done with the prior agreement of the board.

Membership of the National Parents Council Primary

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

Changing the Constitution

Changes to the constitution can be made at the AGM, an EGM and/or through postal ballot.

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

The constitution may only be changed by two thirds of the members present voting in favour of such a change at the AGM.