

THE CONSTITUTION OF THE PARENT ASSOCIATION OF OUR LADY'S GROVE PRIMARY SCHOOL, GOATSTOWN

1. The Purpose and Aims 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's Grove Primary School (hereafter "the parents") can work together for the best possible development and betterment of their children through an inclusive community based approach. The Parent Association will work in partnership with the Principal, staff and Board of Management to build an effective partnership between home and school.

In particular, the Parent Association will aim to:

- a. promote and foster cooperation and communication between home and school;
- b. organise sporting and other activities and events which will assist in widening the children's experience, enrich their learning and give them the opportunity for social development;
- c. support and empower the parents to be active in the best interests of their children's school lives;
- d. represent the parents' views within the school and elsewhere as required;
- e. provide support to the school, including assisting with drafting of policies; and
- f. raise funds for the above.

2. The Work of the Parent Association

The Parent Association will undertake a programme of activities which will promote the involvement of the parents and which will support pupils, parents and school staff.

The Parent Association will act in a non-discriminatory way and treat all concerns objectively and equally, with respect and dignity.

3. The Membership of the Parent Association

All the parents will be deemed to be members of the Parent Association.

4. Meetings of the Parent Association

The Parent Association shall hold an Annual General Meeting (AGM) during the first term of each school year, an invite to which will be sent to all parents with not less than one week's notice.

An Extraordinary General Meeting may be called by a petition signed by not less than 40 parents or by the committee on the giving of two weeks notice.

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5. The committee of the Parent Association

The members of the Parent Association will elect a committee with a maximum of 20 and a minimum of 8. This committee will have responsibility for representing the parents and managing the activities of the Parent Association. The committee will ideally consist of not less than one parent from each class year.

Officers of the committee shall consist of a Chairperson, a Secretary, a Treasurer and a Public Relations Officer. Election of these and such other officers as may be deemed necessary shall take place at the first meeting of the committee after the AGM.

The committee shall hold monthly meetings throughout the academic year, the schedule of which will be agreed during the first term. The committee shall ensure that the majority of these meetings shall be held in the evening.

In addition to the elected members, the Parents' representatives elected to the Board of Management and a Teachers' representative shall be invited to attend each committee meeting as a liaison between the committee and the body of teachers/ Board of Management.

Voting on matters of the committee shall require a quorum of 50% of the members of the committee plus one. A simple majority of those present is required for the approval of all matters of the committee.

The committee shall have the power to co-opt additional personnel support as it deems necessary and shall also have the power to co-opt in order to fill vacancies that may occur.

6. The Election and Resignation of the Parent Association Committee

The members of the committee will be elected each year at the AGM and new committee members will be sought in the notice of the AGM issued to the parents. Each member will be elected for 3 years, as long as they continue to be a parent of a child in the school for this period. No person may serve on the committee for more than 3 consecutive years.

The committee will ensure at least 3 places are available for new members each year.

A member of the committee who fails to attend any 3 consecutive meetings of the committee without reasonable explanation or whose attendance rate in any one year fails below 50% without reasonable explanation will be deemed to have tendered their resignation to the committee. A member of the committee may be removed by 75% of the entire committee voting for their removal. A member of the committee may resign in advance of completing 3 years by written notification to the secretary.

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7. Subcommittees

Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people to assist in their work but all subcommittees must have at least one member who is on the Parent Association committee. The subcommittees remain at all times accountable to the main committee and are required to report regularly to the committee via the committee member. They shall be clearly subject to the authority of the committee financially and otherwise and are not authorised to approve any spend without the express authority of the committee.

8. The Work of the Committee of the Parent Association

The committee is the body that manages the tasks of the association on behalf of the Parent Association. The Parent Association committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body. This may be done by way of surveys, the holding of EGMs or in such other way that the committee think appropriate.

The Parent Association committee may notify the Principal and Board of Management on any matters relating to the school.

The committee will draw up a plan for the activities of the Parent 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 and Board of Management when planning the programme of activities for any particular year and will arrange with the Principal and Board of Management a system for ongoing communication.

At the AGM the committee will report to the parent body (the members of the Parent Association) about its work.

The committee will manage and account for any funds collected or expended by the Parent Association.

The committee will liaise with the pupil's student council to gather their views on any changes they would like to see in the work of the Parent Association, or to assist them in achieving their goals.

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9. Finance

The Parent Association committee will finance the activities of the Parent Association through fundraising. The Treasurer will be responsible for keeping account of the income and expenditure 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 and a copy will be forwarded to the Board of Management for their information.

The Parent Association will keep a bank account in its name. Each cheque issued requires two signatures. The Treasurer and at least one other assigned member of the committee must sign all cheques drawn on the account.

10. Membership of National Parents Council Primary

The Parent Association will maintain membership of National Parents Council Primary by annual subscription.

11. 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 can be made by the committee or by way of a petition signed by not less than 40 parents submitted in writing to the Parent Association committee. The Parent Association committee will then circulate these proposals to the parents before the General Meeting. All parents in attendance at the meeting are eligible to vote on the proposals.

Amendment to constitution must be approved by at least two thirds of those present at the above mentioned General Meeting.

Adopted at the AGM on 20th October 2016