



## **St. Marys National School Parents Association – Constitution**

1. **The name of the Association is, St. Mary's National School Parents Association.**

2. **The Purpose of the Parents Association**

The purpose of the parents association is to provide a structure through which the parents/guardians of children attending the school can work together for the best possible education for their children. The parents association will work with the principal, staff and board of management to build effective partnership of home and school, while supporting the school ethos and code of behaviour.

3. **The Aim of the Parents Association:**

The aim of the parents 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 parents 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.

4. **The Work of the Parents Association**

The parents 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 parents association may advise the principal and board on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a).

5. **The Membership of the Parents Association.**

All parents or guardians of children attending the school will be deemed to be members of the parents association

6. **The Committee of the Parents Association**

The members of the parents association will elect a number of members who will have responsibility for managing the activities of the parents association. This team will serve as the committee of the parents association.

## **7. The Work of the Committee of the Parents 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 plan 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 activities

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's association.

## **8. Membership of the Committee**

The members of the committee will be elected each year at the AGM of the parents association.

The number of the committee will be a maximum of 10 with a minimum of 8, including the two board members. If more than 8 people (in addition to the board members) are proposed and seconded for membership of the committee, there will be a vote at the AGM. Each parent present at the AGM will be entitled to vote for 8 people, by secret ballot. The result of such a vote will be reported to parents within one week of the AGM.

Each member will be elected for one year. Members may go forward for election for further years, provided 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 office post where possible.

## **9. 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.

The Hon. Secretary shall keep a record of all general meetings of the association and of all committee meetings and is responsible for all correspondence of the association except in relation to financial matters.

## **10. Finance**

There is no subscription for membership of the association but a Family contribution will be sought each year by the Board of Management for the school.

A treasurer will be appointed from among the committee members and will be responsible for keeping the accounts of the parents 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. At least two members of the committee must sign cheques drawn on the account.

11. **Fund raising for the School**

Fund raising for the school by the parents association will be done with the prior agreement of the board. The parents association committee will agree with the board as to the specific school projects for which funds are to be raised by the parent association.

12. **Membership of National Parents Council Primary.**

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

13. **Changing the Constitution**

Any changes in the rules will require a two-thirds majority of members present at the AGM. Proposals for any change in the rules must be supported by the signatures of at least six families and must be submitted to the Hon. Secretary within a week of the school opening in September. Every family of the association shall receive notice prior to the AGM of any proposals to change the rules, including the names of those proposing and seconding the proposed alteration.

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