

Where the term "Parent" is used in this constitution that term shall be taken to mean a legal guardian as defined in legal terms.

**1. Name**

The name of the Association is the Carysfort National School Parents Association.

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

The Parents Association will promote the interests of the students in co-operation with the Board of Management, Principal, teachers, and students in accordance with the provisions of the Education Act, 1998. The Association provides an active partnership between parents and teachers within the school to further common interests.

The aim of the Parents Association is to provide a structure through which the parents of students attending Carysfort National School can play their part to attain the best possible education for their children, through the association's programme of activities.

**3. The work of the Parents Association**

The Parents Association will adopt a programme of activities to promote the involvement of parents, and to support pupils, parents and school staff. In planning 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 S26 (2) (a).

The Association aims to:

- Support the school and management in their work
- Promote and foster co-operation between home and school.
- Provide a forum for the views of parents and give the parents an effective voice.
- Promote the educational welfare interest of the students.

**4. Membership**

All parents of students attending Carysfort National School are deemed to be members of the Parents Association.

**5. Committee Representatives**

The Parents Association is managed by the association committee and only members of the association are eligible to offer themselves as committee representatives.

Parents can volunteer to join the committee before or at the AGM. If there is a surplus of volunteers then the committee should be elected by majority voting by those in attendance at the AGM. Parents on the committee automatically resign after a two year term on the committee but may offer themselves for re-election. Vacancies arising mid year on the committee may be filled by co-option.

The maximum number of committee representatives is 20 and a quorum for any committee meetings is 5 committee members.

The parent nominees on the Board of Management and the principal shall be deemed as ex-officio members of the committee.

The hon secretary is responsible for keeping a record of all general meetings of the Parents Association and of all committee meetings.

Each member of the association present at a committee meeting has an equal vote on any proposal put before the meeting. In the event of a deadlock, the chair of the meeting has a casting vote.

All elected representatives on the committee must attend committee meetings. The association committee has the power to call on any representative to resign, if such a member fails to resign, he/she can be suspended by a two/third majority vote at a Parents Association meeting.

## **5. Officers**

The association committee officers shall consist of a chairperson, vice chairperson, hon secretary, hon treasurer, education officer, events officer, communications officer, and any other such officers as may be deemed necessary.

All officers are elected for a year term at the AGM or at the first committee meeting after the AGM.

It is preferably, where possible, that the Chairperson and Treasurer have prior experience on the association committee before taking up these officer roles.

Two honorary auditors are elected at the AGM to overview the Association finances.

Except in exceptional circumstances a committee representative should not be elected to an officer position on the committee more than three times.

The Board of Management parent representatives are ex officio committee members and are expected to communicate regularly with the association committee and to keep the Parents Association informed of matters of relevance to the partnership between school and parents.

The Principal, Deputy Principal or other designated staff member shall be invited to attend all Committee meetings but may not hold an officer post.

## **6. Sub-Committees**

The Parents Association may co-opt people onto sub-committees to assist in their work. Sub-committees may not make decisions and are accountable to the association committee.

## **7. The AGM**

The AGM shall be held before the end of October in each school year and at least fourteen days notice of the meeting must be given to members. The quorum for the AGM is thirty members.

The business of the AGM will be:

1. To receive a report from the Chairperson on the activities since the last AGM.
2. To receive the Principals report.
3. To receive a report from the Treasurers on the financial activities since the last AGM.
4. To elect representatives and officers for the new Committee.
5. To nominate two auditors to overview the finances of the Association.
6. To discuss activities for the current year.
7. Where applicable to amend the constitution. (Any amendment to the constitution shall be passed by a 2/3 majority of those attending the AGM. Notice of any proposed change in the constitution should be signed by six association members and notified to the Hon Secretary a month before the AGM. All members should be notified of the proposal to amend the constitution at least 14 days before the meeting).
8. Any other business.

## **8. Financing**

The Parents Association is entitled to raise funds for the administration and activities of the association. This shall be financed primarily by fundraising or by a small annual charge on parents agreed at the AGM.

The Association Treasurer is responsible for managing the funds and keeping the accounts of Parents Association. At each committee meeting the Treasurer will give a statement of the cash balance and the year to date accounts and if requested shall have available an up-to-date bank statement for all accounts held.

A written statement of income and expenditure is given at the AGM. This statement is audited by two honorary auditors prior to presentation at the AGM.

The Parents Association may keep a bank account in its name with the treasurer, and at least one other committee member as the cheque signatories. The Association should ensure proper expenditure of the funds. Funds should be spent in a timely manner such that no taxation surcharges are incurred by the Association on undistributed funds accumulated in the bank account.

## **9. Fundraising for the School**

Fundraising for the school by the Parent Association will be done with the prior agreement of the Board of Management. Funds raised must be used for the specific purpose for which the money was collected or if this becomes unnecessary the Association may agree to an alternative use of funds by the Board of Management.

#### **9. Management of the School**

The Parents Association shall have no part in the overall management of the School, which is the responsibility of the Board of Management, or in the day-to-day running of the school which is the responsibility of the Principal.

#### **10. Communication**

The association committee will arrange with the Parents Association, Principal and the Board of Management a system for ongoing communication. Ideally the association committee should meet annually with the Board of Management to discuss the programme of activities, projects and fundraising.

No member of the Parents Association shall make a statement, nor issue a statement on behalf of the Parents Association except with the consent of the Association.

#### **10. Membership of National Parents Council Primary**

The Parent Association may affiliate to the National Parents Council Primary annually.