

**The Constitution of the
Parent Association of the
Holy Family
Junior and Senior Schools**

1/05/2014

2013/2014 Session

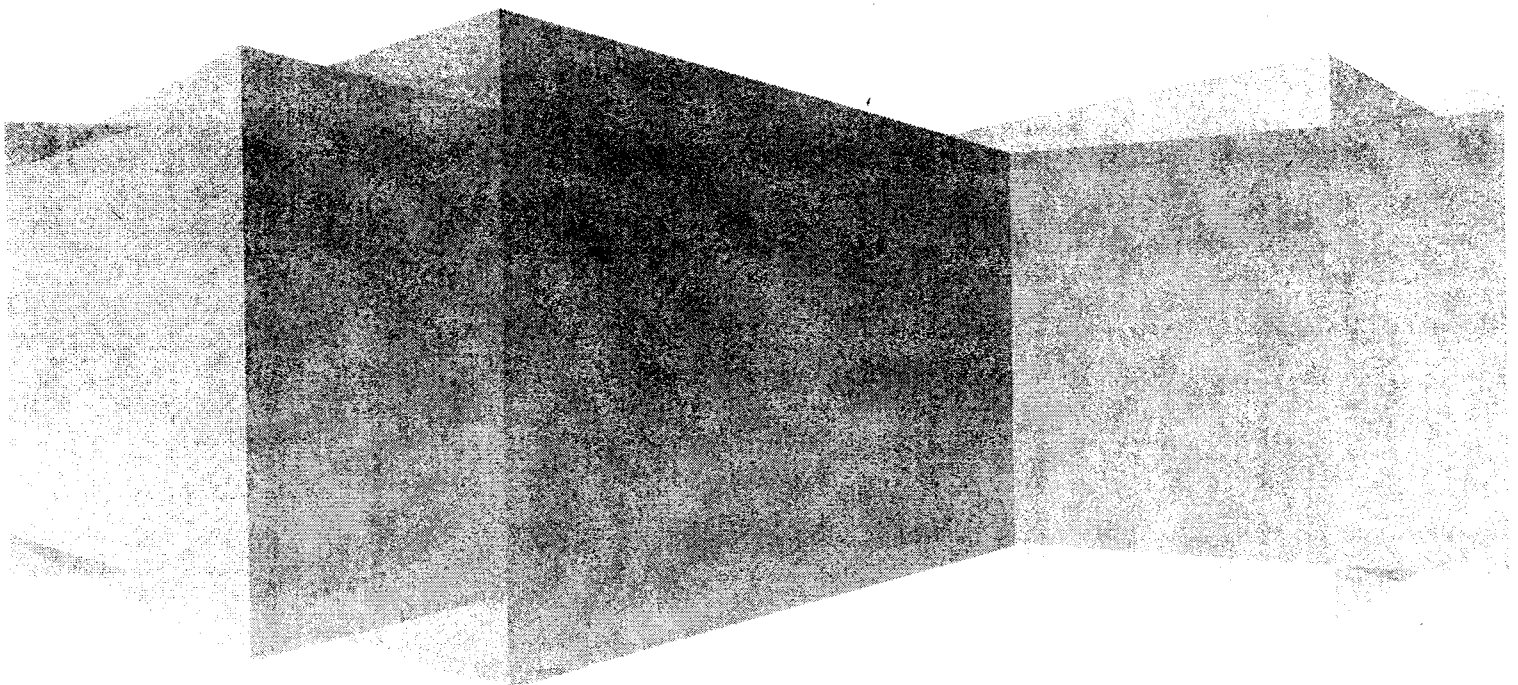


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The Purpose of the Parent Association

The purpose of the parent association is to provide a structure through which the parents/guardians of children attending Holy Family Junior and Senior School 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 between 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 parents association will consult with the school principal.

The parent association may advise the Principals and Boards on any matters relating to the school in accordance with the Education Act, 1998 26 2 (a)

The Membership of the Parent Association

All parents or legal guardians of children attending Holy Family Senior and Junior Schools will be deemed to be members of the parents association.

Affiliations

This association is affiliated to the National Parents Council.

The Committee of the Parent Association

The members of the Parent Association will elect on an annual basis at the AGM fourteen (14) members who will have the responsibility of managing the activities of the parent association. This team will serve as the committee of the parent association.

The work of the Committee of the Parent 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 consist of fourteen (14) elected members who will serve for one year and no committee member shall hold the same officer position for more than three consecutive years. At the AGM all committee members must step down but can be re elected. .

The committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes. To this end a nominated committee member or a subcommittee will be appointed for texting or arranging with school in text or letter about meeting dates, activities with the parents/guardians.

General Meetings

1. The annual general meeting (AGM) shall be held during October of each year.
2. The committee shall call extraordinary general meetings when the committee deems it desirable.
3. Public notice shall be given fourteen (14) days in advance of a general meeting.
4. General meetings shall be chaired by the chairperson or in the absence of the chairperson by the vice chairperson, otherwise the committee shall elect one of its members to chair the meeting.

The committee will be responsible for seeing that activities are run in an efficient and effective way.

There must always be a minimum of two (2) representatives of the committee present when dealing with children, the collection and counting of money and carrying out of any other parent association duty or activities.

The committee will consult with the school principals when planning the programme of activities for a particular year and the HSCL teacher will be the link person between the chairperson of the committee and the school principal.

The chairperson of the committee or its nominee will be responsible for ensuring that it puts in place, in consultation with the principal and the board of management arrangements for ongoing communications between them.

The committee will report to the parent body (the members) about the work of the committee at the Annual General Meeting (A.G.M.). The committee will manage and account for any funds collected by the parent association and will make the minutes available to parents by display in the parents room as soon as is possible and not later than ten days of the meeting.

Membership of the Committee

- (a) The committee shall administer the affairs of the association and will consist of a maximum of fourteen (14) and a minimum of six (6) members who will be elected each year at the AGM. The parents' nominees to the school Board of Management will be exofficio members of the committee.
- (b) The committee will appoint from among its elected members the officers of the association: The chairperson, the vice chairperson, secretary, vice secretary, treasurer, vice treasurer.
- (c) The committee will have power to co-opt members to fill any vacancies which occur on the committee.
- (d) The committee will meet each month from September to June (inclusive) and on such other occasions as it is deemed necessary by the committee. The quorum for such meetings will be 50% of the members of the committee.
- (e) Five of these meetings will be open meetings to the full membership of the association and notice of these open meetings will be published in the newsletter and by school text seven days in advance or the committee will also hold five (5) open meetings during the year.
- (f) The committee will invite to the general meeting or to committee meetings such persons as the committee decides and in particular the committee will invite the principals of both the junior and senior schools to all meetings.
- (g) Minutes of all meetings will be kept by the secretary who will present the minutes to the committee for approval at a subsequent committee meeting.

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 subcommittee may also co-opt people to assist in their work. The subcommittees may not make decisions. They are accountable to the main committee.

Finance

The parent association will finance its activities through fund raising specifically for the work of the parent association, or a small annual charge on parents to be agreed at the AGM.

A treasurer will be appointed from among the committee members and will be responsible for keeping the accounts of the parent association finances.

A written statement of income and expenditure will be given at the AGM.

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. All monies must be counted by at least two committee members and must be lodged into the account immediately.

Fund raising for the School

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

The parents association will consult with the board of management about fundraising for the schools. The approval of the Board of Management is required before these funds are

raised. These funds are expended by the Board of Management in consultation with the parents association. Any funds raised must be used for the purposes for which the money was collected.

Membership of National Parents Council Primary

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

Insurance for a parent association

The parents association will take out and maintain the relevant insurance policy in compliance with the guidelines of the national parents' council.

This constitution may be amended from time to time at a general meeting of the association. A two thirds majority of the members present will be required to carry an amendment to the constitution.

Official Statements and Representations

No member of the association other than the chairperson or member nominated either by the chairperson or by the committee will make any official or public statement or representation on behalf of the association.

Winding Up

Winding up of the association will only be valid if accepted at a general meeting convened for this purpose. In the event of the winding up of the association, any assets on hand will be presented to the board of management for school purposes.