

**Constitution of the
Parents Association
Carrig National School
Ballycommon
Nenagh**



Purpose of the Parents Association

The Purpose of the Parents Association is to provide a structure through which the parents/ guardians of children attending Carrig NS 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. The school motto is “Ní neart go cur le chéile”.

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.

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 Parents 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).

Membership of the Parents Association

All parents or guardians of children attending Carrig NS will be deemed to be members of the Parents Association.

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. The team will serve as the committee of the Parents Association.

Co-options and Sub-Committees

If the membership of the committee falls below 8 (eight) 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 may not make decisions; they remain at all times accountable to the main committee.

Work of the Committee of the Parents 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 Parents Association.

Membership of the Committee

The members of the committee shall be elected each year at the AGM of the Parents Association. Only those who give consent may be elected or co-opted to the committee.

Membership is only open to parents or legal guardians of children attending Carrig NS. All parents and legal guardians will be deemed to be members of the Parents Association.

The Parents Association Committee will make every effort to encourage active membership by parents/legal guardians, especially for new families or families whereby language or cultural backgrounds may present an obstacle to participation.

Though not a member of the Parents Association the Principal, at his/her discretion, may attend and address any meeting of the Parents Association Committee, Executive Committee and all sub-committees.

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 bi-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.

The members of the Parents Association will elect a committee with no maximum and a minimum of 8 parents/legal guardians. This committee will have responsibility for representing the parents/legal guardians of Carrig NS and managing the activities of the Parents Association.

Not all parents/legal guardians will be in a position to become involved on the Parents Association Committee but instead may wish to be involved on a specific fundraising or school event. The Committee will endeavour to provide opportunities for parents/legal guardians to volunteer their support when required for fundraising and school events. The Committee must positively support the work of the PA and positively support the work and policies of the school.

The two parents' representatives on the Board of Management will be included on the committee. The committee will make provision for membership of the National Parents Council.

Annual General Meeting

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

The Principal/Chairperson 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 Parents Association will finance its activities through fund raising for the work of the Parents 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 Parents Association finances and will give a statement of income and expenditure at each committee meeting.

The Parents 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.

The Parents Association must transfer all funds from the Parents Association Account to the Board of Management before 30th June each year unless otherwise directed by the Board of Management. The Parents Association may maintain a nominal balance in the account on this date to meet basic administrative expenses.

Fund Raising for the School

Fund raising for the school by the Parents Association will be done with the prior agreement of the board.

Membership of the National Parents Council Primary

The Parents Association will affiliate to the National Parents Council Primary annually.

Amendments to the Constitution

The Constitution of the Parents Association and all amendments therein requires the approval of the Board of Management.

Amendments to the Constitution may only be made at an AGM or EGM. Amendments then require sanction and ratification of the Board of Management.

The constitution should be circulated and reviewed at the first meeting of the Parents Association in each school year to ensure all members are cognisant of the Constitution and the responsibilities of the Committee and the officers of the Executive Committee.