

Killurney National School N.S. Parent's Association

Constitution

1) Name:

- a) The Association shall be called "*Killurney N.S. Parent's Association*".
- b) The group shall be affiliate members of the "*National Parents Council*" (NPC).

2) Main Objectives:

- To adopt a programme of activities; which will promote the involvement of parents in the operation of the school, in consultation with the Principal.
- To promote and improve the welfare of parents, pupils and staff of the school by encouraging community participation in the organisation of educational, social and extra-curricular activities.
- To work in partnership with the Principal, Board of Management (BOM) and the whole school community for the betterment of the children in the school.
- To support and empower parents to be active in the best interests of their children's educational lives.

3) Subsidiary Objects:

- To promote general interest in the welfare of the school.
- To hold functions of educational and social value for parents and pupils.
- To encourage participation in extra-curricular activities.
- To fundraise to improve facilities in the school by organising events and functions.
- To provide practical help when required in the school.

4) Powers:

For the furthermore of the aims of the Association, the committee may:

- a) Receive money from the BOM and make payments on behalf of The Association.
- b) Approach third parties and businesses with the approval of and on behalf of the Board of Management to establish good will and request donations, discounts or other benefits on behalf of the school.
- c) Make decisions representative of the parent body and do such things as may benefit The Association, in line with the Main Objectives and at the discretion of the BOM.
- d) Provide and hire equipment as may be needed.

5) Rules:

i. Membership:

- Membership shall be open to all parents/guardians with children in the school. There shall be no membership fee.

ii. Committee:

- The main committee shall consist of a parent or parents representing each class in the school, together with the Principal or nominated teacher who shall be a non-voting consultative member and shall not be an officer of the Association but shall have the right to attend meetings.
- The Parent Representatives of the BOM will be automatic members of the committee
- Only those who give consent may be elected to or co-opted to the committee.
- Gender equity shall be maintained where possible.
- No husband or wife shall serve on the committee at the same time.
- A Committee shall be elected every year, including existing members. Usually, the committee will serve for one year; that is from one Annual General Meeting (AGM) to the next. In order to, make sure that there are new as well as experienced members on the committee the rules (constitution) should provide for a number of places for new members each year. It is good practice to have a combination of experienced and new members.
- At the AGM all committee members step down, but they can be re-elected for up to four years if they continue to be a parent of a child in the school.
- The new committee shall have their first committee meeting at the earliest opportunity following the AGM and thereafter at least once during each school term.
- A quorum shall consist of up to 50% + 1 committee members, including the non-voting consultative member.
- Sub committees may be elected as deemed necessary.

iii. Roles of Responsibility

- The committee will have a minimum of three roles of responsibility; Chairperson, Secretary and Treasurer.
- These roles are agreed annually by the committee.

- Additional roles may be created if the need arises. These roles will require a role description and agreement by all committee members.
- As per the NPC Guidelines, NPC advises that the members of the Parent Association committee should not hold the same officer position for more than three consecutive years; this is to ensure that parents are represented by an evolving and developing committee.
- Officer roles can be elected by the committee where the role is unopposed. If there is more than one nomination for a role, the position should be elected by a vote of the entire parents' association, i.e. the entire parent body.

iv. Annual General Meeting:

- The AGM of the Association shall be held in January of each year and shall be open to all parents/guardians each of whom shall be entitled to one vote. The BOM will receive written invitation to send a representative to the AGM or any Extraordinary General Meetings (EGM) of the Parent body.
- At the AGM the Chairperson shall read a report of the year's activities and the Treasurer shall present a Financial Report.
- EGMs may be called, with not less than seven days' notice to the BOM and each parent/guardian, provided that at least all voting members of the full committee are present and consent to same.

6) Income and Property:

The income and property of the Association shall be applied solely towards the promotion of its main object(s) as set forth in this constitution. No portion of the Association income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Association. No member shall be appointed to any office of the Association paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Association.

However, nothing shall prevent any payment in good faith by the association of:

- a) Reasonable and proper remuneration to any member of the Association for any services rendered to the group and vouched by written receipt.
- b) Reasonable and proper out-of-pocket expenses incurred by any member in connection with their attendance to any matter affecting the association.

7) Finance:

- a) All cheques shall be signed by two committee members, one of which to be the Treasurer.

8) Keeping of Accounts:

- Annual accounts shall be kept and made available to the BOM on request or at least annually.
- A treasurer's report will be presented at each committee meeting, outlining any expenditure since the previous meeting and recording budgeted expenditure for upcoming events.

8) Dissolution:

- a) In the event of The Association deciding that the Association can no longer function according to its objects, a general meeting shall be called and any decisions to disband shall be carried by more than two thirds of those present.
- b) If upon winding up or dissolution of the Association there remains, after the satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Association. Instead, such property shall be given or transferred to the BOM.

9) Additions, alterations or amendments to the Constitution:

- This constitution may only be changed by two thirds of the ordinary members present voting in favour of such a change at an AGM of the association or at an EGM called for that purpose.
- No addition, alteration or amendment shall be made to or in the provisions of this Constitution for the time being in force unless the School Board of Management approved the same in writing.

Chairperson: Catherine Beunak Secretary: [Signature]
Treasurer: Patricia O'Donnell Date: 13/Jan/20 date/month/year.

Chairperson BOM: [Signature]

Principal: [Signature] Revised: date/month/year.

PC 13 Jan 20