



Our Lady's School



CONSTITUTION OF OUR LADY'S SCHOOL PARENTS' ASSOCIATION

1. The Association shall be known as the Our Lady's School Parents' Association.
It shall be recognised by the school management as a self – governing body, organised and run by parents in keeping with the ethos, aims and objectives of the school.
2. The aims of the Association are to:
 - further the Catholic and educational objectives of the school
 - represent the views of parents/guardians
 - act in an advisory capacity in promoting the educational and general welfare of the pupils of the school
 - inform and consult parents regarding school policy, plans and activities e.g. drugs policy
 - encourage parent/guardian participation in school activities
 - encourage parents and guardians to participate in promoting the well-being and interests of the pupils of the school.
3. Specifically the Association shall not interfere with:
 - the day-to-day running of the school
 - specific matters of discipline
 - individual parents' personal complaints or problems
 - professional and personal matters relating to individual teachers, which are matters properly dealt with on a private and personal basis
 - any matter which is the responsibility of the Board of Management, Principal or any of the teaching staff.
4. All parents and guardians of pupils of Our Lady's School are deemed to be members of the Association.
5. The Executive Committee of the Association shall consist of at least two parent representatives for each year group in the school. The term of office of the Committee shall be two years. Committee members shall be elected by the parents present at an Annual General Meeting (AGM) of the Association or, in the event that no nominations are received at the AGM for a given representative position, a member may be co-opted to the Committee early in the school year. In order to ensure continuity of council membership there is no preclusion of a committee member being re-elected after 2 years however, this can only be for a maximum of one further term (i.e. 4 years in total).

6. Where a vacancy for a representative occurs during the school year, a parent/guardian of a pupil in the same year group, in which the vacancy arises, may be co-opted to the Committee for the remainder of the year.
7. In addition to the elected members, the school Principal and another representative of the school shall be ex-officio members of the Committee. The parents' representatives on the Board of Management, if not already elected members of the Committee, shall be ex-officio members of the Committee.
8. The Executive Committee should normally meet once per term during the school year.
9. At its first meeting, the Committee shall elect from among its members the following honorary officers: a chairperson, vice-chairperson, secretary, and treasurer. Candidates for these positions shall be proposed and seconded by members of the Committee.
10. A quorum for the meeting of the Committee shall consist of four ordinary members and at least one of the following officers: Chairperson, Secretary, Treasurer.
11. Decisions of the Committee requiring a vote shall be decided by a simple majority of all members present at the meeting. In the event of a tied vote, the meeting chairperson shall have second or casting vote.
12. The Secretary shall convene Committee meetings by giving notice in writing at least seven days before the appointed date, which shall be agreed with the Chairperson. An agenda shall normally be circulated to committee members in advance of the meeting.
13. The Secretary, or with the agreement of the other members present, another committee member shall record the minutes of the meeting. The minutes of each regular committee meeting shall normally be approved at the next meeting.
14. Committee meetings shall normally be chaired by the Chairperson or Vice-chairperson. In the event that neither is present at the start of the meeting, and subject to the agreement of those present, another member of the committee shall chair the meeting until such time as the elected Chairperson or Vice-chairperson arrives.
15. Providing that a quorum is reached, the (acting) Chairperson shall seek the approval of those present to commence the meeting and to adopt the agenda. Members may submit additional agenda items at the start of the meeting for inclusion under A.O.B.
16. At each regular committee meeting, the Treasurer shall provide an update on the financial affairs of the association. The funds of the association shall be used to further its aims and the approval of the committee shall normally be sought for any expenditure of funds. In exceptional circumstances, the Chairperson may approve expenditure on behalf of the committee.
17. An Annual General Meeting (AGM) of the Our Lady's School Parents' Association shall be held each year, normally in October. All members of the Association shall be notified in writing of the date and time of the AGM at least seven days in advance. The business of the AGM shall be to:

- receive a report from the Committee regarding the activities of the Association during the year
- receive a report from the Treasurer regarding the income and expenditure of the Association during the year
- elect members to the Committee of the Parents' Association for the coming year
- adopt the constitution of the Association or approve any alterations or amendments to the constitution.

18. Extraordinary General Meeting

- An extraordinary general meeting may be requisitioned at the written request of the committee or of not less than 10% of the parent body stating the reason for such a meeting.
- 10% of the parent body shall form a quorum at such meetings. Otherwise, the rules shall be similar to those for the AGM.
- The Honorary Secretary shall, within fourteen days of receiving a properly constituted request for an EGM, summon a general meeting of the association, stating the purpose for which the meeting is called. This shall be the only business that shall be dealt with at such meetings.

19. The Parents' Council shall, in accordance with the Articles of Management, arrange to elect from among the parent body two parent representatives to the Board of Management of the school.

- All parents and guardians of pupils registered in the school shall be eligible for election to the Board of Management. A gender balance of representatives is desirable.
- Notice of vacancies for the parents' representatives on the Board of Management shall be sent to all parents two weeks before the election.
- Nominations and consent to be nominated should normally be received seven days before the election; however, nominations may be taken from the floor at the time of the election.
- If there are more than two candidates, a secret ballot shall be held. The two candidates receiving the highest number of votes shall be declared elected.
- The principal duties of the parent representatives on the Board of Management are to:
 - i. report back to the Parents' Association on matters that are relevant to its participation in the relationship between parents/guardians and the school, and
 - ii. actively solicit the views of parents/guardians and to represent these views at Board of Management meetings.

20. A decision to dissolve the association shall require the consent of a majority of members present at a properly convened Extraordinary General Meeting, which has been called for this purpose. Notice of the intention to dissolve the association shall be conveyed to the Board of Management of the school in sufficient time to allow for its consideration. In the event of the dissolution of the Parents' Association, any outstanding funds shall be handed over to the Board of Management of the school.