

# **Ahane National School Parents' Association (Primary)**

## **CONSTITUTION**

The purpose of the Parents' Association is to provide a structure through which parents/guardians of children attending Ahane National School can work together to provide the best possible education and school environment for the pupils. The Parents' Association will work with the Principal, staff and Board of Management to build effective partnership between home and school.

### **Aim**

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 of Management, Principal, teachers and students, in accordance with the provisions of the Education Act 1998.

### **Objectives**

The objectives of the Association shall be:

- (i) To assist in furthering the objectives of the school.
- (ii) To provide a forum to inform and consult parents regarding school policy, plans and activities.
- (iii) To communicate parents' views on such issues.
- (iv) To undertake fundraising and utilise the funds to further the objects of the association. Fundraising by the Parents' Association will be done with the prior agreement of The Board of Management. The Parents' Association committee will agree with the Board of Management as to the specific purpose for which the funds are to be raised by the Parents Association.
- (v) To provide opportunities for parents and teachers to exchange ideas and information on the education of children and to discuss problems of mutual interest. The Association is not a forum for complaints against either teachers or other parents. These will be dealt with through the processes already in place within the school.
- (vi) To be affiliated with the National Parents' Council (NPC)
- (vii) To advise the Principal and the Board of Management on any matters relating to the school in accordance with the Education Act 1998, 26 (2)(a).

## **Membership**

### **(i) Association Membership:**

All parents/guardians of children attending Ahane National School are deemed to be members of the Parents' Association.

Parents interested in being involved in any/all of the activities of the Parents' Association are welcome to attend any meeting during the school year. A schedule of meeting dates will be published at the beginning of each new school year. Ideally each class should be represented.

A member shall cease to be a member automatically when they no longer have a child attending Ahane National School.

### **(ii) Committee Membership:**

The members of the Parents' Association will elect a committee with a maximum of six members and a minimum of 3 members. This committee will have the responsibility for representing the parents of Ahane National School and managing the activities of the Parents' Association.

### **(iii) Co-options and Sub-committees**

The committee may co-opt people onto the committee to assist in their work. 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 unless mandated to do so by the main committee. They remain at all times accountable to the main committee.

### **(iv) The Election of the Parent Association committee**

The members of the committee will be elected each year at the AGM of the Parents' Association. At least fourteen days written notification of this meeting will be sent to all parents/guardians of children in the school. At the AGM the Chairperson will invite any interested members to form the Committee. The Annual General Meeting of the Association shall be held between the 1st September and the 31st of October.

Each member will be elected for one term. At the AGM all committee members step down, but they can be re-elected as long as they continue to be eligible to serve, that is, as long as they continue to be a parent or guardian of a child in the school. No members of the committee will hold the same officer position for more than two consecutive terms. The term of office shall run from the date of the Annual General Meeting to next Annual General Meeting.

Parents' representatives elected to the Board of Management are automatically members of the committee, but will not hold an officer position on the Parents' Association committee.

In the event of a vacancy arising during the year, the Committee will have the power to co-opt additional members to the Committee.

## **The Work of the committee of the Parents' Association**

- The Parents' Association committee will be responsible for ensuring that all parents are consulted on issues which are pertinent to the entire parent body.
- The Committee will have responsibility for representing the parents of Ahane National School and seeing that activities are run efficiently and effectively.
- The Committee will draw up a plan for the activities of the association, in consultation with parents and in accordance with their wishes.
- The Committee will consult with the Principal and Board of Management when planning the programme of activities for any particular year.
- The Committee will arrange with the Principal and Board of Management a system for ongoing communication.
- The Committee will meet on a regular basis in order to plan and manage the Association's programme of activities.
- At the AGM the Committee will report to members about its work.
- The Committee will manage and account for any funds collected or expended by the Parents' Association.

## **Finance**

The Parents' Association will finance its activities through fundraising specifically for the work of the Parents' Association.

The Treasurer and Deputy Treasurer will be responsible for keeping account of the Parents' Association's finances in an open and transparent manner. A statement of Income and Expenditure will be presented at each committee meeting. The treasurer(s) will make the accounts available to the committee at their request.

The Financial year of the Association shall be from 1<sup>st</sup> September to 31<sup>st</sup> August.

A written statement of Income and Expenditure will be given at the AGM and a copy will be forwarded to the Board of Management for their information.

The Parents' Association will keep a bank account in its name. Each cheque issued will require any two signatories of the Chairperson, Secretary, Treasurer or Deputy Treasurer.

## **Amendments to the Constitution**

Changes to the constitution can be made at the AGM or, if for an urgent reason, an EGM can be called for that specific purpose.

Proposals to change the constitution must be submitted in writing to the Parents' Association Committee. The Parents' Association Committee will then circulate these proposals to all parents/guardians before the AGM/EGM. All parents/guardians of children in the school at the meeting are eligible to vote on the proposals. The constitution will be reviewed at each AGM in order to maintain relevancy with current best practise.

This constitution comes into effect on 14th April 2015 and supersedes all previous constitutions.