

The Constitution of the Carrigaline Educate Together National School Parent Association

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 Carrigaline Educate Together National School can work together for the best possible education for their children, and to make the school a happy learning environment in which children are safe and secure. The parent association will work with the principal, staff and board of management to build effective partnership of home and school, in accordance with the ethos of Educate Together.

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 parent association will consult with the school bodies.

In all its activities the parent association will respect and reflect the ethos of Educate Together.

The parent association may advise the principal and board 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 guardians of children attending Carrigaline Educate Together National School will be deemed to be members of the parent association.

The Committee of the Parent Association

The members of the parent association will elect a number of members who will have responsibility for 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 draw up a plan for the activities of the association, in consultation with parents and in accordance to their wishes.

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

The committee will consult with the school bodies when planning the programme of activities for a particular year.

The committee will meet on a regular basis in order to plan and manage the association's programme of activities. These meetings may be committee-only; however a minimum of 2 meetings per year must be open to the general body of members.

A minimum of 4 committee members are required to take decisions. The majority required to carry a decision is 50% plus one. In the event that a clear majority is not forthcoming, the chairperson will have a deciding vote.

The committee will arrange with the principal and board a system for ongoing communication.

In line with the democratic ethos of Educate Together, the parent association will endeavour to communicate clearly with parents/guardians at all times, and keep parents/guardians informed and involved in the decision-making process.

At the end of each school year, the committee will put in place a plan to ensure that the AGM and elections are organized and run efficiently at the start of the following school year.

The committee will manage and account for any funds collected by the parent association.

Membership of the Committee

The members of the committee will be elected each year at the AGM of the parent association.

The number of the committee will be a maximum of 12 with a minimum of 6.

There will be 3-4 officer positions on the committee, consisting of Chairperson, Secretary and one, or preferably two, Joint Treasurers.

Parent representatives elected to the board of management are automatically members of the committee, but will not hold an officer post. Parent representatives are not required to represent the parent association to the board of management, or vice versa.

Each member will be elected for one year. There is no limit to the number of times a member may go forward for re-election, providing they have a child in the school; however it is preferable to maintain a balance of both new and experienced members on the committee.

The maximum term on a committee without taking an officer role is 3 years, with one exception: parent representatives should wait 1 year after leaving the board of management before taking an officer role in the parent association.

It is advisable that the members of the parent association committee should not hold officer positions for more than 3 years, with the goal of keeping a balance of experienced and new officers.

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 committee. They are accountable to the main committee.

Finance

The parent association will finance its activities through fundraising specifically for the work of the parent association.

The treasurer(s) will be responsible for keeping the accounts of the parent association finances in an open and transparent manner. One treasurer will give a statement of income and expenditure at each committee meeting. The treasurer(s) will make the accounts available to the committee on their request.

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 officers of the committee will be signatories on the account, and any two of these may sign cheques drawn on the account.

Fundraising for the school

Fundraising for the school by the parent association will be done with the prior agreement of the board of management. 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 treasurer(s) will arrange with the treasurer of the board of management a system of accounting for and transferring funds raised for specific school projects.

Membership of National Parents Council Primary

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

Changing the Constitution

Changes to the constitution can be made at the AGM. Proposals/motions to change the constitution must be submitted in writing to the parent association committee. The parent association committee will then circulate these motions to all parents before the AGM. All parents of children of the school at the meeting are eligible to vote on the proposals.