

1. NAME

1.1 The name of The Association shall be The Ard Scoil Rath Iomgháin Parents Association (herein after called The Association.) The affairs of The Association shall be conducted by the Parents Council. (herein after called The Council)

2. MEMBERSHIP

2.1 All Parents/Guardians of children attending Ard Scoil Rath Iomgháin are members of The Association.

2.2 Membership ceases when a Parent/Guardian ceases to have any child registered as a student of Ard Scoil Rath Iomgháin

2.3 The Association shall be autonomous, non-party political and non-denominational

2.4 This Association is affiliated to the National Parents Council Post-Primary (NPCPP)/ National Parents' Association for Education & Training Board Schools (NPAETBS)

3. OBJECTIVES

3.1 To foster the role of Parents/Guardians as the primary educators of their children

3.2 To represent the views and opinions of The Association to all relevant agencies and bodies as The Association sees fit.

3.3 To offer its services in an advisory and informative capacity to its members.

3.4 To elect Parent's Nominees to the Board of Management.

3.5 To promote a spirit of co-operation and goodwill between school management, staff, and Parents/Guardians where the education and welfare of pupils are concerned.

3.5 To foster in every way possible the social and cultural values of Association members.

3.6 The Association in discharging its functions recognises that the examination and resolution of problems relating to individual pupils or Parents/Guardians will be for determination between the individual pupil and his/her Parents/Guardians, the school authorities and the Board of Management.

3.7 To fund-raise where necessary to provide teaching aids and equipment for the benefit of the School.

4 COUNCIL

4.1 The Council shall consist of the Parents Nominees on the Board of Management plus as many Parent's/Guardians deemed necessary by The Association.

4.2 The Council shall remain in Office until the completion of the election of its successor.

4.3 At its first meeting the new Council shall elect a Chairperson, Secretary, Treasurer, Vice-Chairperson, Assistant Secretary, Assistant Treasurer and any other officers deemed necessary in above order. These shall be known individually as Executive Officers and collectively as the Executive Committee.

4.4 Council meetings shall be chaired by the Chairperson or in his/her absence by the Vice-Chairperson or in his/her absence by a nominated Council Member.

4.5 Council resolutions will be passed by a simple majority by those members present and voting. In the event of a tie the person chairing the meeting shall have a second and casting vote.

4.6 A quorum of at Council Meetings shall consist of one third plus one of Council members and include at least one Executive Officer.

4.7 Ordinarily, members will be given seven days notice, or more in advance of meetings.

4.8 In the absence of the Secretary and Assistant Secretary those present shall elect a Council member to record minutes of all business conducted at the Council Meeting, by whatever means that is acceptable to the Council.

4.9 Meetings of the Council shall be called by the Secretary at the request of the Chairperson.

4.10 Council shall normally meet monthly during school term.

4.11.1 The Council may invite to attend its meetings such persons as it wishes.

4.12 Any council member who fails to attend three consecutive meetings without reasonable explanation may be deemed to have resigned and shall be notified in writing by the Secretary.

4.13 A Council Meeting may not reverse any resolutions of any previous Council Meeting except with the consent of three-quarters of Council Members present and voting at the Council Meeting proposing the reversal.

4.14 Should a member of the Council be declared by a three-quarters majority of the Council to be guilty of conduct which is prejudicial to the interests of The Association or to be incapable of discharging his/her duty as a member of the Council, he/she may be discharged from the Council.

4.15 The first meeting of the new Council shall take place directly after the AGM. The meeting must be attended by the newly elected Council Members and the outgoing Secretary. The outgoing Council may observe proceedings. It is the duty of the outgoing Secretary to oversee correct procedure is adhered to in the election of a Chairperson, thereafter the newly elected Chairperson takes over.

4.16 If circumstances arise that urgent matters need immediate discussion or decision and it would not be practical nor desirable to await the next Council Meeting, an Executive Meeting must be convened. An Executive Committee Meeting cannot take place unless all Executive Officers have been notified and at least three Executive Officers are present.

4.17 Decisions of an Executive Committee are binding on all members. Any member who is strongly opposed to an Executive Committee decision accepts responsibility for that decision as long as he/she remains a member of the Council.

4.18 Only Council members have the right to vote at Council Meetings.

4.19.1 ELECTION OF OFFICERS

4.19.2 Where there is only one nomination for a position that candidate shall be deemed elected

4.19.3 Where there are two or more candidates for one position a secret ballot must take place. The candidate with the highest number of votes shall be deemed elected. In the event of a tie, lots shall be cast to nominate the successful candidate.

5 ELECTION OF THE COUNCIL

5.1 The Council shall be constituted annually at the AGM

5.2 Nominations for the Council shall be accepted at the AGM.

5.3 In the case where a nominee is not present his/her nomination must be submitted to the Secretary in writing before or at the AGM and must contain the nominee's consent and the signatures of a proposer and seconder, all of whom must be members of the Association.

5.4 The conduct of the election of a New Council shall be the responsibility of the outgoing Council at the AGM

5.5 The Council shall have the power to co-opt members of The Association to replace Council members who are deemed to have resigned.

6 DUTIES OF OFFICERS

6.1 CHAIRPERSON

- a) To act as the official public representative of Parents Association.
- b) To be the contact person between the Chairperson of the Board of Management, and the Secretary of the Board of Management/Principal.
- c) To ensure compliance with official regulations, legislation etc.
- d) To preside at every meeting of the Council and all General Meetings of the Parents Association.
- e) To give clear democratic and correct rulings when necessary.

f) To be satisfied before meetings commence that proper notice has been given in accordance with Article 4.7

g) To be satisfied before meetings commence that a quorum is present in accordance with Article 6

h) To be familiar with the Articles of Association.

i) To have the voting rights of an ordinary member, but in the case of a “tie vote” he/she shall have a second and casting vote. .

6.2 SECRETARY

a) To be familiar with Articles of Association

b) To convene all meetings in accordance with Article 4.9.

c) To record the proceedings, discussions and decisions of all meetings, by whatever means that is acceptable to Council and retain such records in accordance with Article 4.8.

d) To send such letters and to perform such duties as may be directed by the Council.

e) To ensure notice of meetings, minutes of last meeting and agendas be sent to all council members seven days or more in advance of meetings in accordance with Article 4.7

f) He/she shall be responsible for the keeping of the register of Council Members.

g) On adjournment of the AGM to immediately convene and attend first meeting of New Council for sole purpose of election of Executive Committee.

h) To ensure that correct procedure is followed in relation to the election of a Chairperson at the first meeting of the newly elected Council and that the names of those authorised to sign cheques and make payments on behalf of The Association are recorded in the minutes of that meeting

i) To convene and organise Special General Meeting for the election of Parent’s Nominees to the Board of Management in co-operation with secretary of the Board of Management.

j) To notify Association members at least seven days in advance of all Special General Meetings. 4

6.3 TREASURER

a) The Treasurer shall be responsible for the collection and lodgement in The Association’s bank, and other, accounts of all the Association’s money which is payable to and by The Association.

b) He/she shall furnish such details of all The Associations finances thereof as from time to time be required by The Council.

c) The Treasurer shall prepare and submit the Income and Expenditure Account and Balance Sheet for the financial year and submit same to the Annual General Meeting,

d) Payment on behalf of the Association shall be made by cheque signed by any two of the following – Chairperson, Secretary or Treasurer. Authorisation to sign cheques shall cease as of the date of the following Annual General Meeting.

e) All cheques to the value of €200 or over must be notified to the Council.

f) The Treasurer shall only reimburse member's expenses where they arise from performing the approved business of the Association, and reflect the receipted costs incurred by the member.

g) While the preferred method of payment is by cheque, the Treasurer may operate an imprest petty cash account in the amount of €100 in line with

(h) above.

6.4 TERM OF OFFICE

6.4.1 No Officer shall hold the same Office for longer than three consecutive years and shall not be eligible for re-election to the same office for a further year.

7 SUB-COMMITTEES AND WORKING GROUPS

7.1 The Council may constitute sub-committees and working parties with specific terms of reference as it considers desirable.

7.2 In nominating the members of each sub-committee/working parties The Council shall draw upon the expertise available to it throughout The Association.

7.3 Given the widespread support the Association enjoys amongst former members, and the wider community, the Association may call upon former members and others when appropriate.

7.4 The Council shall by a two-thirds majority have the power to dissolve all subcommittees/working parties.

8 ELECTION OF PARENTS NOMINEES TO THE BOARD OF MANAGEMENT

8.1 This election the Parents' Representatives to the Board of Management shall be in accordance with ETB rules governing the nomination and election of Parents' Representatives to ETB School Boards of Management.

8.2 The Principal, as Secretary to the BOM, shall oversee the nomination and election process.

8.3 Parents Nominees on the Board of Management should make representations to the Board of Management on behalf of the Council regarding matters deemed relevant by Council.

8.4 Individual members of The Association have the right to request Parents Nominees to make personal representations on their behalf to the Board.

8.5 Parents Nominees on the Board of Management should inform Council of all relevant matters appertaining to the Council, having due regard to personal confidentiality and in committee procedure.

9 GENERAL MEETINGS

9.1 The Annual General Meeting (AGM) shall be held in the Month of September/October.

9.2 Extraordinary General Meetings will be called by the Council when they deem it desirable or when they receive a written request by ten per cent or more of its members.

9.3 Written notice shall be sent to all members at least seven days in advance of General Meetings and such notice shall contain an agenda for the Meeting.

9.4 General Meetings shall be chaired by the Chairperson. In the absence of the Chairperson, General Meetings shall be chaired by The Vice-Chairperson, otherwise Council may elect one of their members present to chair the Meeting.

9.5 The numbers of Association members present at an AGM, General Meeting or an ExtraOrdinary Meeting shall constitute a Quorum.

9.6 A General Meeting shall not reverse any resolution of any previous General Meeting except with the consent of three quarters of the Association present at the meeting proposing the reversal.

10 ANNUAL REPORTS

10.1 The Chairperson, Secretary, Treasurer and a Parents Nominee on the Board of Management will submit reports for consideration by the members attending the Annual General Meeting. (AGM)

11 ARTICLES OF ASSOCIATION

11.1 If at any time circumstances arise for which there is no provision in the Articles of Association, or, if any question arises as to the interpretation of The Articles of Association, the same shall be brought before the Council. The decision of the Council shall be binding and final.

11.2 Amendments to the Articles of Association may only be made at General Meetings on motion whereof at least seven days notice has been given, amendments must have a proposer and seconder.

11.3 Motions changing the Articles of Association must be carried by a two-thirds majority of those present and voting.

12 Official Statement and Representation.

12.1 No member of the Association/Council other than the Chairperson or member nominated either by the Chairperson or by the Council shall make any official or public statement or representation on behalf of the Association 6

13 Liaison with School Authorities

13.1 Liaison with School shall normally be maintained through correspondence by the Secretary, or by deputation nominated by the Chairperson or Executive Committee, with the Principal or the school and/or his/her nominees.

13.2 The Council may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.

14 Winding Up

14.1 The winding up of the Association shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the winding up of the Association any assets on hand shall be presented to the Board of Management for school purposes.

Appendix One – Extract from the 1998 Education Act

26.1 The parents of students of a recognised school may establish, and maintain from among their number, a parents' association for that school and membership of that association shall be open to all parents of students of that school.

26.2 A parents' association shall promote the interests of the students in a school in cooperation with the board, Principal, teachers and students of a school and for that purpose may—

a) advise the Principal or the board on any matter relating to the school and the principal or board, as the case may be, shall have regard to any such advice, and

b) adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the school.

26.3 The board shall promote contact between the school, parents of students in that school and the community and shall facilitate and give all reasonable assistance to parents who wish to establish a parents' association and to a parents' association when it is established.

26.4 (a) A parents' association shall, following consultation with its members, make rules governing its meetings and the business and conduct of its affairs. (b) Where a parents' association is affiliated to a national association of parents, the rules referred to in paragraph (a) shall be in accordance with guidelines issued by that national association of parents with the concurrence of the Minister.