

# St Louis Community School Parents' Association

## Constitution

### **Name:**

The name of the group shall be the St Louis Community School Parents' Association, hereafter referred to as the Association.

### **Membership:**

All parents and guardians of students attending St. Louis Community School have automatic membership of the Association.

The parent body is the Parents' Association

The Committee is elected by the Parents' Association membership at an AGM

The Executive Officers are elected by the Committee

### **Objectives:**

To provide a structure through which the parents and guardians of St Louis Community School can work together and in collaboration with School Management to ensure the best possible education for their children.

To embrace the ethos of the school and support the school in advancing the holistic wellbeing of all students.

To promote and develop a spirit of mutual cooperation to the benefit of parents, students, teachers and the community alike.

To promote the role of parents as prime educators of their children.

In consultation with the school Principal, support and initiate activities which enhance the aims and objectives of the school as outlined in the schools Mission Statement.

To encourage and provide opportunities for discussion, information and consultation about matters of common interest to parents, teachers and students of the school.

To encourage parental participation in an advisory and consultative capacity in relation to the school and solicit the views of parents on relevant matters and reflect those in actions and activities as appropriate.

To advise the Principal and the Board on any matters relating to the school in accordance with the Education Act 1998.

To work, through affiliation, with regional or national bodies representing parents where such affiliations would be in the best interests of the students, school and parents. The decision to affiliate to any such body will be at the discretion of the Committee.

In co-operation with School Management, elect two Parents' Nominees to the Board of Management.

The Association will not involve itself in representation on matters involving individual students or matters relating to the internal administration of the school.

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## Committee:

The role of the Committee is to manage the business of the Parents' Association in accordance with the Constitution.

The Committee shall consist of at least 6 members and no more than 20 members to be elected every two years at an AGM.

All parents and guardians with children attending the school are eligible to be nominated as a Committee member.

The Parents' Nominees to the Board of Management shall be *ex officio* members of the Committee but shall have no voting rights at Committee meetings.

The Principal and Deputy-Principal are invited to attend Committee meetings but shall have no voting rights.

The Association will ensure, in so far as is reasonable, that each year group has a representative on the Committee.

Only members of the Association may be elected on to the Committee. Where a nominee is not present at the AGM, his or her nomination must be submitted to the Secretary in writing at least three working days before the AGM takes place. This written nomination must carry the consent of the nominee and the signatures of a proposer and seconder, both of whom must be members of the Association.

The Committee will have the power to co-opt members to fill any vacancies which occur on the Committee. The numbers of co-opted members will not exceed three in any one year and they shall retire at the end of the term of office.

The term of office shall be for two years. Members may go forward for election for a further term, providing they have a child in the school and after which a member can be co-opted for additional terms.

Decisions of the Committee shall be by consensus through discussion and debate. In the event of a lack of clear consensus members will hold a simple majority vote. In the event of a tied vote the Chairperson has a second and casting vote.

The Committee shall have the power to enlist the help of non-committee members for such purposes as the Committee deems necessary.

## Executive Officers:

The first business of an incoming Committee shall be to elect from its members at least three Executive Officers:

Chairperson; Secretary; Treasurer plus any additional Officers the Committee deems necessary.

Candidates for these posts shall be proposed and seconded by members of the Committee. Where there is more than one candidate for any post, candidates may have no more than three minutes to make a case for their appointment. A secret ballot will then be held and candidate receiving the greatest number of votes shall be elected. In the event of a tie the matter shall be decided by drawing of lots.

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The term of office of the Chairperson shall be no longer than two years. A former chairperson may present him or herself for a further term of office but not for a third consecutive term.

The Secretary shall keep minutes of all discussions and decisions agreed at the Committee meetings and will present the minutes to the Committee for approval at the next subsequent meeting.

The Secretary and the Treasurer will submit an annual report for consideration and approval by the members attending the AGM. Copies shall be made available to the BOM.

No member of the Association other than the Chairperson or other specifically nominated person shall make an official or public statement or make representation on behalf of the Association.

## **Sub-Committees & Working Groups:**

The Committee may constitute and dissolve sub-committees and working parties as it considers necessary to assist it from time to time in order to achieve the objectives of the Association.

Sub-Committees may consist of members and non-members of the Association.

Sub-Committees and Working Groups are not decision-making bodies, but will make recommendations to the Committee on matters within their remit and shall be accountable to the Committee.

At least one Executive Officer shall be a member of any Sub-Committee or Working Group.

## **Meetings:**

An Annual General Meeting shall be held where possible during the first school term of each year. A new Committee will be elected every two years.

The Committee will meet at least four times during the academic year.

Written notice shall be sent to all Committee members five days or more in advance of General Meetings and such notice will contain an Agenda for the meeting.

Any Association member may request an item for inclusion on the agenda; to be received by the Chair or Secretary at least 7 days ahead of the General Meeting.

The Chair reserves the right to exclude items from the Agenda where they do not fall under the remit of the Association.

A Committee meeting requires a quorum of six elected members, of which at least two will be Executive Officers.

If a member cannot attend a General meeting they are required to notify the Chairperson or Secretary at by email, text or phone call.

If a member fails to attend three consecutive meetings without apologies, he/she will be deemed to have resigned from the Committee and their place may be filled by co-option.

# **St Louis Community School Parents' Association**

General Meetings shall be chaired by the elected Chairperson or in the absence of the Chairperson by the Vice Chairperson. In the absence of both, the Committee shall elect one of its members to chair at the commencement of the meeting.

The Committee may invite to General Meetings any such persons as they wish.

The Executive Officers may call Extraordinary General Meetings when they deem it necessary.

An EGM may be requisitioned at the written request of no less than 80 members. The Committee will require at least 14 days' notice and the resolution or business proposed must be communicated to each member of the Association at least 7 days prior to the EGM.

## **Finance:**

Any money acquired by the Association, including donations, contributions and bequests shall be paid into an account operated by the Committee in the name of the Association. All funds must be applied to the objectives of the Association and for no other purpose.

A bank account shall be opened in the name of the Association. Any cheques drawing on the account shall be signed by at least two of the following Committee members: Chairperson, Treasurer and Secretary.

Receipts can be presented to the Treasurer for small administrative items: post, printing etc. All other expenditure must be pre-approved by the Committee.

Official accounts will be maintained and an annual financial report shall be presented at the AGM, The Association's accounting year will run from 01 September to 31 August.

## **The Constitution:**

It is acknowledged that over time, the Parents' Association will evolve and change, resulting in the need to make amendments to this Constitution.

Proposed amendments will be discussed at a General Meeting convened for that sole purpose. Members will be given at least 7 days' notice of such a meeting, which must be attended by at least 80% of the total number of Committee members. Proposed amendments to this Constitution can only be carried by a two thirds majority vote.

## **Dissolution:**

The Association may be dissolved by an EGM convened for the purpose and any surplus funds shall be handed over to the Board of Management to be used for the benefit of the school community.

## **This Constitution was adopted at:**

**The AGM  
St Louis Community School  
22<sup>nd</sup> October 2014**

# **St Louis Community School Parents' Association**