



NAME

The Association shall be called “Scoil San Carlo Parents’ Association”. All parents or guardians of children attending Scoil San Carlo Junior & Senior schools are deemed to be members of the Association. The committee is a voluntary team of people who manage the tasks of the Parents’ Association on behalf of all of the parents or guardians.

AIMS

The aim of the Parents’ Association is to enable parents to play their part in supporting the provision of the best possible education for their children.

The Parents’ Association will promote the interests of the students in co-operation with the Board of Management, principals, teachers and students.

The Parents’ Association will organise events and activities over the academic year to raise funds for both schools.

OBJECTIVES

To organise and oversee activities of interests to students, which will benefit the operations of both schools in consultation with the Boards of Managements, principals, teachers and students e.g. fundraising activities and celebratory events.

To provide information and opportunities for consultation about matters of common and/or topical interests to parents, teachers and pupils of both schools. *The Parents’ Association recognises that problems relating to individual pupils or parents/guardians and/or teachers are a matter for determination between the individual pupil and/or parents/guardians and the school authorities.*

COMMITTEE MEMBERSHIP

Committee Membership is open to teachers and parents/guardians of children in either Scoil San Carlo Junior or Scoil San Carlo Senior schools.

Committee members shall act in a voluntary capacity.

The Committee will be made up of a minimum of 7 members comprising of 3 Executive members i.e.: Chairperson, Secretary and Treasurer.

Principals and Deputy Principals will be co-opted to the committee.

Further positions of Assistant Chairperson, Assistant Secretary, Assistant Treasurer and Public Relations Officer may also be filled.

A committee is formed for one year. Parents can volunteer to join the new committee at the AGM as long as they continue to have a child in the school. Nominations and elections will be taken for all Executive roles at the AGM.

The Parents' Association will remain independent, but may affiliate to other bodies and associations, where such affiliation will be deemed to be of benefit to the Parents' Association and the School.

The parent representatives on the Board of Management (both junior and senior schools) are auxiliary members of the Parents' Association and will receive copies of committee meeting minutes.

RESPONSIBILITIES OF THE EXECUTIVE

Chairperson

Lead and guide the committee in planning and delivering their activities such as:

- Chairing meetings. In his/her absence the Assistant Chairperson will chair. In both their absences the members present shall elect a chairperson for that meeting.
- Helping the committee to have a clear vision and clear goals
- Ensuring all members are respected, listened to and encouraged to have their say
- Delegate the work to ensure all work is not the responsibility of one or two committee members. Arrange sub-groups as necessary.
- Work closely with the Secretary to plan agendas and meetings
- Make sure that, as each item is finished, the group is clear about what has been decided
- Has a casting vote where a decision cannot be agreed
- Having signing authority for the Association
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Chairperson

Assistant Chairperson

- Assist the Chairperson in his/her duties
- Assume all powers of the Chairperson in his/her absence with the exception of signing authority

Secretary

- Take minutes at each meeting and file them and all correspondence safely
- Agree the agenda with the Chairperson and make sure members have the agenda prior to meeting
- Send reminders to members about meetings.
- Type up newsletter for circulation or designate another member to do so
- Make sure all committee members have a copy of the minutes
- Ensure minutes are approved at each meeting
- Ensure at the end of term of office that all relevant documentation is passed on to incoming Secretary
- Having signing authority for the Association

Assistant Secretary

- Assist Secretary in his/her duties
- Assume the powers of the secretary in his/her absence with the exception of signing authority

Treasurer

- Manage and maintain books/records of income and expenditure
- Give reports to the committee at meetings

- Provide an annual report at the AGM
- Liaise with the bank or other financial institutions on behalf of the Parents' Association
- Have signing authority for the association
- Organise public liability and cash cover insurance for Parents' Association including all events and activities
- Ensure that at the end of term of office all relevant documentation is passed on to the incoming Treasurer

Assistant Treasurer

- Assist the treasurer in his/her duties
- Assume the powers of the treasurer in his/her absence
- Having signing authority for the association

MEETINGS

Annual General Meeting

The AGM will take place in September each year. Two weeks' notice of the meeting shall be given to all members.

The incumbent committee will step down and a new committee formed. Nominations and elections will be taken for all Executive roles at the AGM.

All committee members must agree to complete Garda Vetting. Forms will be distributed at the AGM and must be returned completed at the first committee meeting.

Members will also be given a copy of the constitution at the AGM. They will sign that they have read it at the first committee meeting.

A list of volunteers will be sought at the AGM. Volunteers will be contacted to help out at events. If volunteers are asked to attend committee meetings they will have no voting rights.

To remain on the committee a member is expected to attend 80% of meetings. The Secretary will keep Sign in sheets for meetings for this purpose. If a member does not fulfill this attendance they may be asked to step down by the Chairperson. Such a person may be added to the volunteer list should they wish to do so.

Meetings

Meetings will take place monthly during the school term and more often where necessary. Committee resolutions shall be passed by simple majority of those present, all of whom are entitled to vote. The Chairperson will have the casting vote. There will be a quorum of 50% +1 for meetings to take place.

FINANCE

The Parents' Association committee will finance the activities of the Parents' Association through fundraising.

The Parent's Association shall keep a bank account in its name. The Chairperson, Secretary, Treasurer & Assistant Treasurer are the signing authorities for the account.



The Parents' Association shall liaise with the Boards of Management and principals on proposed fundraising activities.

The Parents' Association are advised by the Board of management and/or Principals as to the specific school projects for which the funds are disbursed.

INTEGRITY OF OFFICE

All members of the Parents' Association will behave at all times in a professional manner. They will uphold confidentiality and be respectful to all members, parents, staff, students and visitors.

Any member who commits an act negatively affecting the interests of the Parents' Association will be removed from office.

The individual will have the right to defend his/her actions at a committee meeting, after which a secret ballot will be carried out to request the resignation of that person. A two-thirds majority vote of the members present at this meeting will result in the resignation of the individual from the Parents' Association committee.

RESIGNING BEFORE THE AGM

A committee member wishing to resign before the AGM may do so by advising the Chairperson in writing. This will then be recorded in the minutes of the next meeting.

CONSTITUTION

The constitution is proposed for adoption at the annual general meeting of the Parents' Association on the 20th of September 2016.

CONSTITUTION AMENDMENTS

The Constitution may be amended at the AGM by the following procedure:

Proposals to change the constitution must be submitted in writing to the Parent Association committee at least 2 weeks prior to the meeting. The Parents' Association committee will then communicate these proposals to all the parents/guardians at the AGM. All parents/guardians of children in the school present at the meeting are eligible to vote on the proposals.

A two thirds majority vote of those members present will result in favour of the proposed amendment.

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

CHILD PROTECTION POLICY

The Scoil San Carlo Parents' Association will adopt the schools current Child Protection Policy.



DISSOLUTION

In the event of dissolution of the Association, all assets shall pass to the Boards of Management of both schools.

SIGNED ON BEHALF OF PARENT ASSOCIATION

_____ Date: _____
Chairperson

SIGNED ON BEHALF OF BOARD OF MANAGEMENT

_____ Date: _____
Chairperson