

# **CONSTITUTION FOR BRITTAS BAY NATIONAL SCHOOL PARENTS ASSOCIATION**

## **TITLE**

The Association shall be called “Brittas Bay Primary School Parents Association”

## **AIMS**

1. To represent the views of parents
2. To inform parents of developments in education and in the school
3. To foster co-operation between parents, teachers and school management
4. To provide opportunities for parents and teachers to exchange ideas
5. To assist in extra-curricular and leisure activities for pupils
6. To provide education for parents as required
7. To help with the provision of extra equipment and teaching aids

Specifically, the Association shall not interfere with:-

1. the day-to-day running of the school
2. specific matters of discipline
3. individual parents’ personal complaints or problems
4. professional and personal matters relating to individual teachers which are matters properly dealt with on a private and personal basis
5. any matter which is the responsibility of the Board of Management, Principal or any of the teaching staff except as provided for in sub-section (3 of Aims above)

## **MEMBERSHIP**

All parents/guardians of children attending Brittas Bay National School shall be deemed to be members of the Association

## **STRUCTURE**

1. A general meeting of members shall be held each year
2. At this meeting all committee members step down
3. At this meeting a minimum of 5\* members shall be elected to the committee
4. A chairperson, secretary and treasurer shall be elected from the committee
5. Other officers may be elected as required.
6. All decisions of the Association shall be decided by a quorum of 50% + 1 of all members voting.
7. The Committee will ensure that an appropriate number of members are involved in decision making.

## **COMMITTEE**

1. Nominations for Committee roles, i.e. Chair person, Secretary, treasurer and class reps are to be submitted to the outgoing Chair via the PA email no later than 7 days before the AGM. All nominations must be seconded at the meeting, prior to the election of the new committee.
2. Elected parents’ representatives on the board of Management are automatically members of the Parent Association Committee.
3. Delegates elected to the local County Committee of the National Parents’ Council – Primary are automatically members of the P.A. Committee.
4. Co-option of members may be facilitated
5. The Committee will meet at least 3 times per year
6. The quorum for Committee meetings will be 4\* members
7. The term of office of Committee members will be one year
8. No member of the committee will hold the same officer position for more than three consecutive years (with exception of the BOM parents Reps who serve for 4 years)
9. In the event of a member of the committee resigning, the association may co-opt a parent/guardian to the vacancy from the previously nominated parents until the next AGM
10. The Committee shall have the power to appoint sub-committees for specific purposes

## **FINANCE**

1. An account shall be opened in the name of “Brittas Bay National School Parent Association”.
2. Accounts shall be prepared and submitted annually to the general meeting
3. All cheques shall be signed by two named officers of the Association
4. In the event of dissolution, power of attorney shall pass to the board of management and resources disposed of at the discretion of the board

## **MEANS OF OPERATION**

1. Brittas Bay National School Parent Association shall affiliate to the National Parents’ Council-Primary each year.
2. The Association shall elect the appropriate number of school delegates to the NPC-Primary County Committee

## **ANNUAL GENERAL MEETING**

1. The association shall hold an Annual General Meeting not later than the 30th September every year
2. The secretary shall convene the meeting by the giving of notice in writing at least fourteen days before the appointed date.
3. The business of the Annual General Meeting shall be:-
  - a. to receive a report from the honorary secretary regarding the activities of the association during the previous year
  - b. to receive a report from honorary treasurer regarding the income and expenditure of association during the previous year
  - c. to elect members of the committee of the parent association, with minimum of five.

## **EXTRAORDINARY GENERAL MEETING**

1. An extraordinary general meeting may be requisitioned at the written request of the Committee OR of not less than 10% of the parent body stating the reason for such a meeting.
2. 10% of the parent body shall form a quorum at such meetings. Otherwise the rules of conduct shall be similar to those for an AGM.
3. The Honorary Secretary shall, within fourteen days of receiving a properly constituted request for an EGM summon a general meeting of the association, stating the purpose for which the meeting is called. This shall be the only business that shall be dealt with at such meetings.

## **Uniform Ballot**

A Uniform Ballot may be held every 5 years, if proposed and carried by majority

## **AMENDMENTS**

The Constitution may only be amended by a quorum of 50% + 1 majority at an Extraordinary General Meeting/Annual General Meeting of members

\*updated 20<sup>th</sup> March 2017