



LORETO PRIMARY SCHOOL

**PARENTS ASSOCIATION
CONSTITUTION**

The Constitution

Name:

- The name of the Association shall be “**Loreto Parents Association, Grange Road**” (“the Association”)

Aims:

- To encourage and foster co-operation between Parents, Teachers and Board of Management of Loreto Primary School, Grange Road, Rathfarnham, Dublin (“the School”)
- To represent the views of the Parents
- To organise annual fund raising events for general expenses in the school
- To assist in fundraising if requested for specific school costs and developments.
- To inform and consult parents regarding any matters which might be of interest to parents and guardians of children attending the School
- To assist as appropriate the School where help is required

Restrictions:

- The Association shall not involve itself in matters relating to the internal administration of the School.
- The Association shall not involve itself in the day-to-day running of the School.
- The Association shall not involve itself in contractual arrangements between the school authorities and teachers.

Membership Qualifications:

- Membership is only open to parents or legal guardians of children attending Loreto Grange Road.
- All parents and legal guardians will be deemed to be members of the Parent Association.
- To become an elected officer of the Parent's Association you must have attended meetings regularly (sent apology when absent) in the year preceding election.
- The Parent Association Committee will make every effort to encourage active membership by parents/legal guardians

Structure Outline:

- An annual general meeting of the parents and guardians of children attending the School (“the AGM”) shall be summoned, called and held no later than the 31 October each year.
- At the AGM members shall volunteer and/or be nominated to represent the parents.
- All volunteers and nominated members (who agree to such nomination) will then form a Committee (“the Committee”) from which they will annually elect a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary and Treasurer.
- If more than one candidate has been nominated for the role of an officer an election must be held where a simple majority of votes will decide which of the candidates is elected.

Officer Positions

- Officer positions may be held at any time by a member of the Association for a maximum of three consecutive years.
- Officers who have completed a full term of three consecutive years shall be ineligible for re-election as Officers for a period of two years thereafter.
- To be eligible to serve as an officer a member must have served on the committee for more than one year.
- The Officer positions are Chairperson, Secretary and Treasurer.

Parents Association Committee:

- The Committee will meet at least once a term.
- The Committee may co-opt such additional members as it may from time to time require.
- The quorum required for committee meetings to be held is eight committee members.

Officer Responsibilities:

- The Officers shall seek and obtain the approval of the Board of Management & Trustees of the School for all new projects or ventures before they are undertaken by the Association.
- The Officers may provide for and establish sub-committees of the Committee as they deem to be necessary. Where so formed each sub-committee shall be accountable to the Officers and each shall appoint a liaison person who will communicate with and take guidance from the Officers on an ongoing basis.

Board of Management Members:

- The Parents Association shall elect a “father representative” and a “mother representative” to the Board of Management of the School.

Ex-officio Members:

- The Principal Teacher of the School is invited to attend at all Committee meetings and he/she or his/her appointee from the staff, will act as a liaison person as between the Committee and members of the Staff of the School.
- Elected Parent Representatives on the Board of Management are automatically ex-officio members of the committee.

Finance:

- The Committee will hold all funds generated by the Association for the Association.
- Accounts shall be prepared annually and presented at each AGM.
- All expenses of the Association shall be paid by cheque and signed by two authorised signatories.
- Other than for the reimbursement of costs and ongoing functional expenses of the Association, no funds shall be disbursed or spent by the Association without the prior approval of the Board of Management of the School.
- In the event of the cessation or dissolution of the Association all funds of the Association shall be passed over to the Board of Management of the School to be utilised for the benefit of the School in such manner as shall

be at the total discretion of the Board of Management.

Means of Operation:

- The Association may affiliate to the National Parents' Council Primary each year.
- The Association may elect the appropriate number of Member delegates to the County Branch of the National Parents Council.
- The Chairperson shall convene an EGM on receiving a request in writing signed by not less than twenty five members stating the nature of the business to be discussed.
- Not less than seven days notice of any EGM so convened shall be given to all members.