

CONSTITUTION OF THE PARENTS' ASSOCIATION OF HOLY FAITH SECONDARY SCHOOL, CLONTARF



1. TITLE

The Association shall be known as the Clontarf Holy Faith Secondary School Parents' Association.

It shall be recognized by the School management as an autonomous body, organised and run by parents, in keeping with its aims and objectives.

2. AIMS AND OBJECTIVES

The aims and objectives of the Parents' Association shall be:-

- a) to further the Catholic and educational objectives of the Holy Faith Secondary School ("the School");
- b) to inform and consult parents regarding School policy, plans and activities. (However, the Parents' Association will not be involved in matters relating to the internal administration of the School.);
- c) to encourage parent participation in promoting the wellbeing and interests of the pupils of the School;
- d) to advise the School Principal or the Board of Management on any matter relating to the School, in accordance with the provisions of the Education Act 1998;
- e) to adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the School, in accordance with the provision of the Education Act 1998;
- f) to respect the views of parents on any aspect of their children's education.

3. MEMBERSHIP OF THE PARENTS' ASSOCIATION

All parents and guardians ("Parents")¹, as defined in the Education Act 1998) of pupils of Holy Faith Secondary School shall be deemed to be members of the Parents' Association.

Executive Committee

The affairs of the Parents' Association shall be administered by an Executive Committee, drawn from the members of the Parents' Association.

Membership of the Executive Committee

The Executive Committee of the Parents' Association shall consist of parents of pupils attending the Holy Faith Secondary School who have been co-opted or elected or who have volunteered at a General Meeting of the Parents' Association.

The Parents' Association should endeavor to ensure that each Year Group has two representatives of the Executive Committee.

¹ "parent" includes a foster parent, a guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other person acting in loco parentis who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.

Parent Representatives elected to the Board of Management shall be *ex-officio* members of the Executive Committee of the Parents' Association. Two primary duties of Parent Representatives on the Board of Management are:

- 1) To actively solicit parent views and represent these views at Board of Management meetings.
- 2) To report back to the Parents' Association at each of the meetings of the executive committee so as to keep them informed of matters that are relevant to their participation in the partnership between School and parents.

The School Principal and the Vice-Principal or their representatives of the School shall be *ex-officio* members of the Executive Committee.

Parents whose children have left the School not more than one year may be members of the Executive Committee, but such parents shall not hold office.

The Executive Committee shall have the power to co-opt members whose children are in the School, provided that the numbers co-opted shall not be more than six.

In the event of a member of the Executive Committee resigning, the Parents' Association may co-opt a parent to the vacancy until the next annual general meeting.

Honorary Officers of the Executive Committee

At the first meeting subsequent to the annual general meeting, the Executive Committee shall elect a Chairperson, Vice-Chairperson, Honorary Secretary, Honorary Treasurer and Public Relations Officer. Candidates for these posts shall be proposed and seconded by members of the Executive Committee.

If there is more than one candidate for any post on the Executive Committee, a secret ballot shall be held. The candidate receiving the greatest number of votes shall be declared the winner. In the event of a tie the matter shall be decided by drawing of lots.

The Chairperson, Vice-Chairperson, Honorary Secretary and the Honorary Treasurer shall be the "Honorary Officers".

Officers shall hold office for 1 year and shall be eligible for re-election. No officer shall hold the same office for more than 3 consecutive years.

Procedures of the Executive Committee

The Executive Committee shall meet each month from September to June and additional meetings can be held as required. All Executive Committee members must be notified of meetings not less than 1 week in advance of the scheduled date of the meeting.

All decisions of the Executive Committee shall be decided by a simple majority of all members voting and in the event of a tied vote the Chairperson has a second and casting vote.

A quorum at a meeting of the Executive Committee shall consist of four ordinary members and any two of the following: Chairperson, Vice-Chairperson, Honorary Secretary, and Honorary Treasurer.

The Chairperson of the Executive shall be the Chairperson of all meetings of any kind except in the absence of the Chairperson, then the Chairperson shall be the Vice-Chairperson of the Executive.

The Executive Committee shall have the power to appoint sub Committees for specific purposes. Sub –Committees shall report regularly to the Executive Committee and shall be subject to the authority of the Executive Committee, financially and otherwise.

4. Financial Matters

The Parents' Association may raise funds by organizing various School events. All funds collected will be used to promote the aims and objectives of the Parents' Association as listed in Section 2 above.

The Parents' Association may maintain a Bank account in its name.

Any two signatures from the Chairperson, Honorary Secretary or Honorary Treasurer shall be required to sign cheques drawn on behalf of the Parents' Association.

5. Annual General Meeting

The Parents' Association shall hold an Annual General Meeting not later than the 30th September (or nearest convenient date, within one week) in each School year.

The Secretary shall convene the meeting by the giving of notice in writing at least seven days before the appointed date.

The business of the Annual General Meeting shall be, inter alia,

- To receive a report from the Chairperson regarding the activities of the Parents' Association during the year.
- To receive a report from the Honorary Secretary regarding the minutes of the previous year's Annual General Meeting.
- To receive a report from the Honorary Treasurer regarding the income and expenditure of the Parents' Association during the previous year.
- To appoint an Honorary Auditor, who will audit the accounts of the Parents' Association, as prepared by the Honorary Treasurer.
- To elect members to the Executive Committee of the Parents' Association.
- To consider matters submitted by the Executive Committee and any other matter submitted by any parent of pupils attending the School, of which at least 14 days' notice in writing has been given to the Secretary.

Any amendment to the Constitution of the Parents' Association shall be passed by a simple majority of those attending the Annual General Meeting. Notice of the proposed amendment should be submitted in writing to the Secretary not later than two weeks prior to the Annual General Meeting.

All parents shall resign at each Annual General Meeting after the one at which they became members of the Executive Committee, but shall be entitled to be re-elected.

6. Extraordinary General Meeting

An Extraordinary General Meeting may be requisitioned at the written request of not less than 5% of the parent body stating the reason for such a meeting,

10% of the parent body shall form a quorum at such meetings. Otherwise, the rules of conduct shall be similar to those for an Annual General Meeting.

The Honorary Secretary shall, within one month of receiving a properly constituted request for an Extraordinary General Meeting summon a general meeting of the Parents' Association, stating the purpose for which the meeting is called. This shall be the only business that shall be dealt with at such meetings.

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