

*De La Salle College
Churchtown*



Parents Association Constitution

1.Title

The Association will be known as De La Salle College Churchtown Parents Association.

2.Objectives

The aims of the association are as follows

- To facilitate partnership /communication between Parents, Principal, Staff and the Board of Management of De la Salle College,Churchtown in order to maximize the educational experience of the students of the school.
- To provide a forum for the views of parents and represent these views to the Principal and Board of Management where necessary.
- To organise and assist with activities to support the financial and educational resources of the school as needed.

3.Membership.

- All Parents or legal guardians of students attending the school shall automatically become members of the association.
- All references to the parent or parents in this constitution shall be deemed to include legal guardian or legal guardians.

4. Elections.

- An AGM will be held early every academic year at which committee members will be nominated and elected.
- At the first meeting of the committee the Chairperson, Secretary, Treasurer and Vice Treasurer will be nominated and elected.

5.Executive Committee.

- The committee of the Association is made up of 12 elected parents from the parent body ,ideally to include 2 representatives from each year.
- Any elected member of the committee is eligible to remain on the committee so long as they have a child in the school.
- The officers are to include Chairperson, Treasurer, Vice Treasurer and Secretary.
- Each officer holds office for one year but can be nominated and re-elected for a period of up to 3 years' maximum.
- Two parents from the parent's committee will be elected as representatives on the Board of Management, one parent must be a mother of a current student.
- Affairs of the association shall be managed by the committee.
- The committee shall meet a minimum of 4 times a year and on any other occasions as it is deemed necessary by the committee.
- The quorum for each meeting shall be 50% of the members of the committee plus 1 and must include at least 2 officers.
- A resolution shall be adopted by a majority vote.
- All financial expenditure must be carried by at least a two -thirds majority of the committee.
- The treasurer(s)shall be responsible for keeping accounts of the parent's association finances in an open and transparent manner.
- The treasurer will make the accounts available to the committee on request and the treasurer shall give a report including a balancing statement at the AGM. Accounts must be made available for the annual school audit.
- The parent's association will keep a bank account in its name. Officers of the committee will be signatories on the account. Cheques drawn on the account must be signed by any 2 of the officers.
- Minutes of all meetings will be kept by the Secretary.
- Minutes of all AGM's shall be kept by the Secretary.
- Fundraising will only be conducted by the committee on behalf of the school with prior discussion and agreement of school management
- All money that the Parents Association fundraise will be lodged into the PA bank account and can be allocated to the school for specific projects or equipment.

6.Liason with school Authorities.

- Liaison with the school is through the deputy Principal who attends the committee meetings and through the Parents Association representatives on the Board of Management.
- Liaison with the school shall normally be maintained through correspondence by the Secretary.

7.General Meeting.

- An AGM is to be held no later than October Mid-term of each year.

The following format is to happen at each AGM-

- Minutes of previous AGM to be read.

- Annual reports of the Chairperson, Secretary and Treasurer will be given,

- 21 days' notice shall be given of each AGM.
- An Extraordinary General Meeting of all members may be called by the committee at any time.
- At least 7 days' notice of an EGM shall be given to members.

8.Constitution.

- Amendments to the constitution may only be made at the AGM.
- Notice of any proposed amendment must be submitted in writing at least 14 days prior to the AGM.
- The text of the proposed amendment must be made available to all parents at least one week prior to the AGM.
- The amendment must be carried by at least a two thirds majority vote at the AGM.
- The committee is to ensure that a copy of the current Constitution is available to the parent body.