

Constitution

Parents Association of Coláiste Pobail Fóla

NAME

The name of the PA shall be “Coláiste Pobail Fóla Parent Association”.

OBJECTIVES

The objectives of the Parent Association shall be:

- To promote the role of parents and guardians as the primary educators of their children.
- To advance the moral, mental, social, and cultural wellbeing of the students of Coláiste Pobail Fóla.
- To foster positive and respectful relationships between parents, teachers, students, and school authorities.
- To oversee the election of parents’ nominees to the Board of Management.
- To consult and liaise as necessary with the Principal and the Board of Management on matters affecting the school.
- The Parent Association recognises that the resolution of issues relating to individual students or parents rests between those individuals and the school authorities.

MEMBERSHIP

- All parents or legal guardians of students currently attending Coláiste Pobail Fóla shall automatically be members of the Parent Association.
- Membership is open only to parents or legal guardians of students enrolled in the school.
- The Association will encourage active participation from all parents/guardians, particularly from families new to the school or those for whom language or cultural differences may present barriers to involvement.
- The Principal or Deputy Principal, at their discretion, may attend and address meetings of the Parent Association or its sub-committees but are not formal members.

THE COMMITTEE OF THE PARENT ASSOCIATION

- The Parent Association shall elect a Committee at the Annual General Meeting (AGM), held in October each year.
- The Committee represents all parents/guardians and manages the activities of the Parent Association.
- Parents/guardians who cannot serve on the Committee may volunteer for specific events or sub-committees.
- The Committee shall actively support the aims of the Parent Association and the policies and ethos of Coláiste Pobail Fóla.

ELECTED OFFICERS

The Committee shall include the following officers:

1. Chairperson

- Ensures the business of the Parent Association is conducted in accordance with this Constitution.
- Works positively to support the Parent Association and school policies.
- Has sole authority to call Parent Association meetings.
- Holds the deciding vote in the event of a tie.
- Agrees meeting agendas with the Secretary in advance.
- Meets with the Principal as requested.

2. Secretary

- Responsible for communicating Parent Association business to the school and parent body.
- Captures and circulates meeting minutes.
- Prepares and distributes agendas in consultation with the Chairperson.
- Meets with the Principal upon request.

3. Treasurer

- Keeps detailed and accurate financial records of all Parent Association funds.
- Makes financial records available to the Principal or Board of Management upon request.
- Ensures the financial statement is filed after each meeting.
- Presents the annual financial report at the final meeting of the year.

4. Social Media Officer

- Manages all Parent Association social media platforms in collaboration with the Chairperson.
- Shares access details with school management.
- Creates bi-monthly newsletter with the Secretary & Chairperson, for distribution to all parents with updates of news and events.
- Promotes school and Parent Association events, fundraisers, and relevant parent information.

AFFILIATIONS

The Parent Association is affiliated with the National Parents Council Post Primary.

<https://www.npc.ie/membership>

GENERAL MEETINGS

- The Annual General Meeting (AGM) shall be held in October each year.
- The Executive Committee may call Extraordinary General Meetings (EGMs) when necessary or upon written request signed by at least 10 parents.
- At least 7 days' notice shall be given prior to any General Meeting.
- Meetings shall be chaired by the Chairperson or, in their absence, the Secretary, or another Committee member elected for that purpose.

PARENT ASSOCIATION COMMITTEE OPERATIONS

- Meetings shall have a minimum quorum of 7 attendees, at least 2 of whom must be Executive members.
- Officers shall be elected each year at the AGM and serve until the following AGM.
- Parents' nominees to the Board of Management shall be ex officio members of the Committee.
- Vacancies on the Committee may be filled by co-option.
- The Committee shall meet at least five times per academic year.
- Sub-committees may be formed to assist with specific tasks or events and will report back to the main Committee.

COMMITTEE MEMBER REQUIREMENTS

- Members must attend all Committee meetings unless prior notice of absence is given.
- Any member missing three consecutive meetings without notice shall be deemed to have resigned.
- Members are expected to participate actively in fundraising and school events.
- Members must support the activities and ethos of both the Parent Association and the school.

FINANCE

The Parent Association shall maintain a bank account in its name. All financial transactions shall be recorded transparently and managed responsibly.

FUNDRAISING

- Fundraising shall be conducted with the prior agreement of the Principal or Deputy Principal.
- The purpose of each fundraising effort shall be clearly communicated.
- The outcomes of fundraising may be shared on both the Parent Association and school social media.
- Upon completion, funds shall be transferred to the school for the agreed purpose.

ELECTION OF PARENTS' REPRESENTATIVES TO THE BOARD OF MANAGEMENT

- Elections shall be conducted in accordance with Department of Education guidelines.
- Notice of election shall be provided to all parents at least one month in advance.
- Nominations shall be submitted at a Special General Meeting convened for that purpose.

OFFICIAL STATEMENTS AND REPRESENTATIONS

Only the Chairperson, or a member authorised by the Chairperson or the Executive Committee, may make official or public statements on behalf of the Parent Association.

LIAISON WITH SCHOOL AUTHORITIES

- Liaison shall be maintained through the Chairperson and/or Secretary, or a nominated deputation.
- Issues concerning individual students or parents are for resolution between the individuals and the

school.

- An annual report, including a financial statement, shall be presented at the AGM.

WINDING UP

The Parent Association may only be dissolved at a General Meeting convened for that purpose. In the event of dissolution, any remaining assets shall be presented to the Board of Management for school-related purposes.

AMENDMENTS

This Constitution may be amended at a General Meeting of the Parent Association by a two-thirds majority of members present and voting.

Adopted by: Coláiste Pobail Fóla Parent Association

Date of Adoption: _____