

Scoil Mochua Parents' Association

Constitution

v3.0

19th September, 2023



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Document History

Date	Version	Changes
Prior to 2017	v1	Initial document
30 th September, 2017	v2	Updates agreed in review
19 th September, 2023	v3	Updates agreed in review (approved at AGM)

Summary

The constitution of Scoil Mochua Parents' Association (Parents' Association) governs the formation and operation of the association to ensure its adherence to fundamental principles, good governance, and transparency to all its members and to the school management team.



Definitions

Board of Management

The Board of Management is the body of persons or the person appointed by the Patron and recognised by the Minister as defined by Section 14 of the Education Act, 1998.

School Management Team

For the purposes of this Constitution the School Management Team is defined as the Principal, Vice or Deputy Principal and the Board of Management.

Member

Any Parent or Legal Guardian of a child enrolled in Scoil Mochua roll number 19794V.

Parents' Association Committee

Those members elected at the AGM to the PA Committee to represent the views of the Parents' Association membership and act on their behalf. Officers of the Parents' Association are elected by the Parents' Association Committee.



ARTICLE 1: Name

- a) The association shall be called: **Scoil Mochua Parents' Association**
- b) The association is non-political and non-sectarian

ARTICLE 2: Association Purpose

The purpose of the association is:

- a) To represent the views of parents/guardians to the **School Management Team** of Scoil Mochua
- b) To inform parents of developments in the School.
- c) To foster cooperation between parents/guardians, teachers and the **School Management Team**.
- d) To assist in extracurricular and other activities as and when required by the **School Management Team**.
- e) To work in partnership with the **School Management Team** to build, and promote, successful links between home and school.
- f) To assist, where possible, in the provision of equipment or teaching aids as required upon request of the **School Management Team**.
- g) To organise, and support, fundraising events for the purposes of raising monies to further the Parents' Association and its capability to support the school and its pupils.

ARTICLE 3: Membership

All parents or legal guardians of children enrolled in the school are deemed to be members of the Parents' Association. The **Parents' Association Committee** is elected on an annual basis to manage the operation of the association on behalf of its members.



ARTICLE 4: Organisation

- a) The Annual General Meeting (AGM) of the association shall be held each year in the month of September.
- b) Notice of the AGM shall be given in writing to every member at least 14 days before such a meeting.
- c) Motions to be discussed at the AGM should be given in writing to the association secretary 7 days before the date of such meeting, addressed to the association secretary at the school postal address, or via email to pa@scoilmochnua.com.
- d) The secretary shall give 2 days notice of the agenda to each member of the **Parents' Association Committee**
- e) All decisions, apart from amendments to the Constitution, shall be by simple majority vote. In the event of a tie, the chairperson shall have a second or casting vote.
- f) Amendments to the constitution shall require a two thirds (2/3) majority of those present. Amendments may only be made at an AGM or an Emergency General Meeting called for this purpose, provided that no amendment may be made which would be detrimental to the provisions of Article 2
- g) The quorum for the Annual General Meeting is ten members. Each member of the PA present at the AGM has an equal vote on any proposal put before the meeting.
- h) The business of the Annual General Meeting shall be:
 - i) To receive the chairperson's report of the activities of the Association for the preceding year
 - ii) To receive, and consider, the accounts of the association for the preceding year.
 - iii) To elect a new committee drawn from the membership but excluding any members who have just completed a term of four consecutive years on the outgoing Committee.
 - iv) To decide upon any motions submitted pursuant to Article 4, paragraph (C).
 - v) Any other business.
- i) An Emergency General Meeting may be called when the officers of the association deem it desirable or when they receive a written request expressing the purpose for which the meeting is sought. Such a request must be signed by 10% or more of the members of the association.
- j) Ordinary meetings of the association shall take place as required with a minimum of one meeting per school term.
- k) All members of the Parents' Association Committee shall be notified of association meetings
- l)
 - i) All members entitled to receive notification of ordinary meetings shall receive advance notice of such meetings.
 - ii) Matters dealing with expenditure of funds must be specified on the agenda.



- m) Procedures at meetings shall be as follows:
 - i) The Chairperson (or Deputy) shall open meeting and call for:
 - 1) Minutes of previous meeting
 - 2) Apologies for non-attendance
 - 3) Other agenda items for discussion and voting
 - 4) Any other business
 - n) Decisions shall be proposed, recorded and passed by a show of hands. The Chairperson in the event of a tie shall have a second or casting vote.
 - o) A member of the Parent's Association Committee who absent themselves from three consecutive meetings without a satisfactory explanation, which shall be accepted by the meeting, shall be deemed to have resigned as a member of the Parents' Association Committee.



ARTICLE 5: Officers of the Parents' Association

- a) The Officers of the Association shall comprise:
 - i) Chairperson
 - ii) Secretary
 - iii) Treasurer
- b) The Officer positions in Article 5, Section A shall be elected at the next scheduled committee meeting from amongst the elected members of the Parents' Association Committee.
- c) Notice of each meeting shall be circulated in writing, or by phone, to each officer of the Parents' Association by the Secretary, including Emergency meetings.
- d) The officers of the Parents' Association shall be fully empowered to act on behalf of the Parents' Association in the running of its day to day affairs. Committee meetings will have an officer quorum of one third (1/3) +1 for any of its meetings.
- e) The Officers of the Parents' Association shall at all times carry out the directives of the Parents' Association as passed by the majority vote at meetings. In the event of a tie the Chairperson will have the deciding vote.
- f) No member of the Parents' Association Committee shall remain in the same officer role for more than two consecutive years.
- g) Sub-committees may be appointed (as necessary) by a majority vote of members at the association meetings and the Chairperson or an officer designated by them shall be a member of any sub-committee formed and have voting rights.
- h) Should an officer of the Parents' Association Committee be declared by a two-thirds (2/3) majority of the officership to be guilty of conduct which is prejudicial to the interests of the association, or be incapable of discharging their duties as a member, they shall forthwith cease to be a member of the officership of the Parents' Association provided always that such member shall have been afforded their legal rights.
- i) Officers of the Parents' Association who absent themselves from three consecutive Officer and/or ordinary meetings without a satisfactory explanation, which shall be accepted by the meeting, shall be deemed to have resigned as an Officer of the Association. The remaining Officers shall have the right to co-opt members of the Parents' Association Committee, or members of the Parents' Association to fill any vacancy arising out of the resignation of any of its Officers or Committee members. The number of co-options is limited to two per academic year.
- j) The Officers for the Parents' Association shall be empowered to make regulations and policies from time to time for the more effective management of its affairs provided that such regulations shall not be inconsistent with the provisions of this Constitution.
- k) Parents representatives on the Board of Management of Scoil Mochua shall be ex-officio members of the Parents' Association Committee.



ARTICLE 6: Finance

- a) An account shall be opened in the name of the Parents' Association at such a bank as shall be decided by the Officers of the Parents' Association.
- b) Accounts shall be prepared and presented annually for submission to the AGM.
- c) All expenses over €200 in value shall be paid by cheque or bank transfer and shall require the signatures or approvals of any two of the nominated officers which must include the Treasurer and the Chairperson.
- d) All monies raised shall be used for the purposes pursuant to Article 2 of this Constitution. In the event of a dispute as to the application of funds for a particular purpose, the funds shall not be applied for that purpose without first having had the approval of two thirds (2/3) of the members of the Parents' Association Committee.

ARTICLE 7: Review

- 1) The outgoing Officers shall prepare and deliver to the new incoming Committee a full handover document to enable them to seamlessly carry on their respective roles and functions.
- 2) The Constitution may be reviewed when deemed necessary but must be reviewed at a minimum of once every five years.