

**Bishop Shanahan N.S. and Bishop  
Galvin N.S. Parents' Association**

**CONSTITUTION**

## **Purpose**

The purpose of the Parents' Association is to provide a structure through which the parents and guardians of the children attending BSNS and BGNS can work together for the best possible education for their children.

## **Aim**

The aim of the PA is to enable parents and guardians to play their part in ensuring the best possible education for their children, through the PA's programme of activities. The PA will promote the interest of the students in co-operation with the Board, Principals, Teachers and Students in accordance with the provisions of the Education Act 1998.

## **Work**

The PA will undertake a programme of activities which will promote the involvement of the parents and guardians and will support Students, Parents, Guardians and school staff. In planning its activities the PA will consult with the School Principals. The PA may advise the Principals and Board of Management on any matters relating to the school in accordance with the Education Act 1998.

## **Membership**

All parents or guardians of the children attending BSNS and BGNS will be deemed to be members of the PA.

## **Committee**

Members of the PA will elect a number of members who will have responsibility for managing its activities. This team will serve as the committee.

## **Bishop Shanahan and Bishop Galvin National Schools Parents' Association**

### **Constitution**

#### **Membership of the committee**

The members of the committee will be elected at the AGM of the PA each year. The number of the committee will be a maximum of fifteen (15) and a minimum of seven (7) members. Each member will be elected for one (1) year. Members may go forward for election for a further year, providing they have a child in attendance in the school.

#### **Co-options and Subcommittees**

The committee may co-opt people onto the committee to assist in their work. Sub-committees can be set up for the particular tasks. The sub-committee may also co-opt people onto the committee to assist their work. The sub-committee may not however make decisions. They are accountable to the main committee. Active involvement by all shall be encouraged.

#### **Officers on the Committee**

At the first committee meeting, following the AGM, the newly appointed committee shall elect the officers for the coming year.

These should include a Chairperson, Secretary, Treasurer, Minutes Secretary and Social Secretary and numbers permitting can include a Vice-Chairperson, Vice-Secretary, Vice-Treasurer, Vice-Minutes Secretary and Vice-Social Secretary and other roles as deemed appropriate.

Members CANNOT hold an officer's position if elected to the Board of Management.

#### **Duties of Officers**

The Treasurer shall keep accurate account of all monies received and spent and shall maintain a suitable bank account on behalf of the PA. There shall be at least 3 authorised signatories on this account. Also the treasurer shall arrange to have a written statement of accounts each year for presentation at the AGM.

The Minutes Secretary shall be responsible for keeping minutes of all meetings of the Committee and at the AGM.

The Social Secretary shall purchase and distribute prizes, gifts etc as required throughout the school year and organise all functions for both full PA and committee.

### **Duration of Office**

Elected Officers of the PA must be re-elected annually to the same position.

### **Stepping Down from office**

A member may resign his/her position, without notice, at any time by informing an officer of the committee. Members of the committee should send their apologies when unable to attend any meeting. Anyone who fails to attend three (3) consecutive PA meetings, without apology, shall be deemed to have resigned, unless the committee decides otherwise. The individual shall be contacted in writing to this effect.

### **Work of the Committee**

The committee is the team that will manage the tasks on behalf of all parents and guardians. It shall be responsible for seeing that activities are run in an efficient and effective manner. It shall consult with school Principals by holding regular meetings. It shall report all said activities to the parent body (all parents and guardians) in the AGM.

The committee will arrange with the Principal and Board of Management a system for ongoing communication.

### **Committee Meetings**

- ◆ The PA shall meet once a month during the school year.
- ◆ It may convene for extra meetings where required.
- ◆ The quorum (number required for a valid meeting) shall be 50% of the current elected committee membership plus one.
- ◆ The next meeting date should be agreed at each meeting.

### **Finance**

The specific work undertaken by the PA will be financed through fund raising activities and/or small annual charge.

### **Fund raising**

Fund raising for the school by the PA will be done by prior arrangement with the Board of Management. The PA committee will agree with the Board as to the specific school projects for which funds are to be raised by the PA.

### **AGM**

- ◆ An AGM of the PA shall be held each year and the following will be transacted: Chairperson's address, Secretary's report, Treasurer's report and General Business.
- ◆ A minimum of twenty one (21) days notice must be given to all members i.e. parents and guardians of current pupils.
- ◆ The quorum (number required for a valid meeting) is 20 parents/guardians who are entitled to attend and vote.
- ◆ A register of all in attendance should be taken at the meeting.
- ◆ Any member may put forward a motion for the AGM. It must be in writing and received by the committee ten (10) days before the AGM date.
- ◆ Every person present at the AGM, or any PA meeting, is entitled to vote and may do so at his/her own discretion. Each person is entitled to one vote. Where the vote is tied, the sitting chairperson will have the casting vote.
- ◆ Where accidental omission to give notice of the meeting occurs, or where any parent or guardian does not receive notice, it will not invalidate any resolution passed or proceeding held at that meeting.

### **EGM**

- ◆ An EGM may be called by a majority vote of the committee.
- ◆ An EGM may also be called by the parent body (all parents and guardians of current pupils). This requires a written request to be given to the Secretary, along with the motion to be discussed and must be signed by 20 eligible members of the PA.
- ◆ No business other than that stated in the requisition shall be transacted as the subject of the meeting.

An EGM may be called by the Committee to amend the Constitution.

### **Membership of NPC**

The PA will affiliate to the NPC annually.

### **Application of this Constitution**

This Constitution applies from its date of approval by the members on 10 October 2012.

Within this document some abbreviations have been used:

AGM Annual General Meeting  
 BSNS Bishop Shanahan National School  
 BGNS Bishop Galvin National School  
 EGM Extraordinary General Meeting  
 NPC National Parents Council

PA Bishop Shanahan and Bishop Galvin National Schools' Parents Association