

Kilcloon Parents Association

Scoil Oilibheir Naofa, Kilcloon

OUR CONSTITUTION

1. The Parent / Guardian of students of a recognised school may establish and maintain from among their number, a parents' association for that school and membership of that association shall be open to parents/guardians of students of the school
 - i. A parents' association shall promote the interests of the students in a school in co-operation with the board, Principal, teachers and students of the school and may:
 - ii. Advise the Principal or the Board on any matter relating to the school and the Principal or Board, as the case may be, shall have regard to any such advice, and
 - iii. Adopt a programme of activities which will promote the involvement of parents in consultation with the Principal.
 - iv. A parents' association shall, following consultation with its members, make rules governing its meetings and the business and conduct its affairs.

Main objectives are:

2. To promote the educational, cultural and physical well-being of the children of Kilcloon by:
 - i. Providing facilities and better equipment for the educational process in the classroom
 - ii. Promoting Kilcloon National School

Subsidiary Objectives:

- i. To liaise and co-operate with organisations in the Parish, who may have objectives similar to "The Association".

Powers:

- i. To raise finance by appropriate means in order to promote the main objects of the Association
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3. The Association shall be a non-political and non-sectarian organisation

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Membership:

4. Membership of the Association shall be open to:
 - i. All residents of Kilcloon
 - ii. Such persons associated with the activities of the Association as the Committee may decide
 - iii. Any other persons whom the Committee think appropriate
 - iv. All parents of the children enrolled in Kilcloon National School
5. Membership of the Association shall be valid for one year
6. Membership subscription shall be decided at the Annual General Meeting of the Association (AGM)
7. The affairs of the Association shall be entrusted to the Committee elected at the Annual General Meeting
8. At least one Annual General Meeting shall be held each year during the months of September / October.
9. At least fourteen days notice of the date of the AGM shall be given
10. An Honorary Auditor shall be recommended at each AGM and the Association's books shall be audited each year by the Honorary Auditor
11. Trustees shall be appointed at each AGM if the Association's affairs so require. Should it become necessary for a winding up or dissolution of the Association, it (members) shall first discharge all of its debts and liabilities and any balance for distribution at their discretion. Trustees shall not be personally liable for KPA debts.
12. A statement of account and balance sheet shall be made available to members at or before the AGM
13. A special General Meeting of the Association may be called by the Chairperson or by the Vice-Chairperson acting in his/her absence, or by the Secretary, on receipt of a signed request by no less than one-sixth of the members of the Association. Such a meeting shall be called 14 days after the receipt of the request and notice of the meeting shall be given to all members.
14. The committee shall consist of 9 elected members. The elected Committee shall have the power to co-opt not more than three additional members.
 - i. The parents representatives (2) on the Board of Management shall be ex-officio members of the Parents' Committee
15. The members of the Association shall elect the Committee at the AGM
16. The Committee shall from among themselves, appoint a Chairperson, Vice-Chairperson, Hon. Secretary, Asst. Secretary, Hon. Treasurer, Asst. Treasurer.
 - i. An officer cannot serve for more than three consecutive terms in one particular office.
17. The term of office of the Committee shall be approximately one year

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18. The Committee shall meet at least 8 times annually. The quorum at such meeting shall be 5 of the Committee members.
19. If a Committee member is absent for three consecutive meetings without a reason deemed valid, that member shall be deemed to have resigned from the Committee
20. If a Committee member is absent for two consecutive meetings without a reason deemed valid, that member shall be deemed to have resigned his/her Officership
21. The Committee shall make rules for the conduct of the affairs of any sub-committee formed by it.
 - i. The Committee shall appoint sub-committees.
 - ii. Sub Committees are governed by the following Rules & Regulations for Sub-committees:
 - The purpose of any sub-committee is as stated in its title
 - The sub-committee will confine itself to the purpose as stated in its title
 - The term of each sub-committee is approximately one year.
 - The chairperson of the Parents' Association or their nominee will convene the first meeting of each sub-committee within six weeks of the Parents' Association AGM
 - At their first meeting each sub-committee shall elect a facilitator.
 - The facilitator shall arrange the sub-committee's meetings and keep a record of the decisions made, and shall forward a timely report one week prior to each meeting of the Parents' Association.
 - The Chairperson – ex-officio can sit in any sub-committee meeting
 - Any other committee member, appointed by the Committee, can sit in, without voting powers, at a particular sub-committee meeting.
22. All monies received by the Association shall be lodged to the Association's account and all monies disbursed from the account shall be approved by the Committee and required at least two nominated signatures
23. All decisions of the Committee shall be decided by a simple majority, on a show of hands
24. The Secretary shall keep minutes of the proceedings of each meeting
25. Committee meetings shall be called by the Chairperson, or the Vice-Chairperson acting in his/her absence

Income & Property:

26. The income and property of the Association shall be applied solely towards the promotion of its main object(s) as set forth in this constitution. No portion of the Association's income and property shall be paid or transferred directly or indirectly by way of a dividend, bonus or otherwise howsoever by way of profit, to the

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members of the Association. No officer appointed to any office of the Association shall be paid salary or fees, or receive remuneration or other benefit in money's worth from the Association. However, nothing shall prevent any payment in good faith by the Association of:-

- Reasonable and proper remuneration to any members of the Association (not being an officer) for any service rendered to the Association
- Interest at a rate not exceeding 5% per annum on money lent by officers or other members of the Association
- Reasonable and proper rent for premises demised and let by any member of the Association (including any Officer) of the Association
- Reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Association
- Fees, remunerations or any other benefit in money's worth to any company of which an officer may be a member holding not more than one-hundredth part of the issued capital of such company

Winding Up:

27. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among members of the Association. Instead, such property shall be given or transferred to the Board of Management.

Elections:

28. The nine committee members shall be nominated by the members present at the AGM, from among those present, or those who have signified in writing their willingness to serve on the committee.

- i. In the event of more nominations being received, the places on the Committee shall be filled by ballot, each member present at the AGM voting for up to nine nominees of his/her choice. The nine persons receiving the highest number of votes shall be deemed to have been elected
- ii. In the composition of the Committee a gender balance of 30% should apply where practical

29. In the event of the Chairperson resigning during the year of office, the vice-chairperson shall succeed him/her as Chairperson.

30. In the event of any other officership becoming vacant during the year of office, the vacancy thus caused shall be filled from among the committee members.

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31. Should any member of the Committee resign, the vacancy shall be filled by co-option by the Committee

Alteration of Rules:

32. These articles shall remain in effect and shall not be altered, added to, amended or rescinded, except by a resolution of an Annual General Meeting of the Association, duly submitted in writing to the secretary, 10 days in advance and passed by at least two thirds majority of the members present. The Secretary shall make available the contents of such a resolution on or before the date and time of the AGM
- i. Vacancies amongst parents' representatives during the term of the Board of Management shall be filled by the Association's AGM
33. All matters arising which affect the interpretation of the foregoing rules shall be decided upon by the Committee, whose decision shall be binding, unless a resolution passed by an Annual General Meeting of the members shall decide otherwise.