

CONSTITUTION OF THE PARENTS' ASSOCIATION ST BRIGID'S SCHOOLS FOXROCK, DUBLIN 18.

NAME

1. The name of the organisation shall be:
Parents' Association, St. Brigid's Schools, Foxrock.

OBJECT

2. To provide an opportunity for parents to express views on school related topics.
To enhance the school facilities whenever the need arises.
To encourage a spirit of co-operation between teachers, the Schools' Managements, parents and pupils.
To act as a group, if necessary, to influence the Authorities for the welfare of the schools.

RESPONSIBILITY

3. The undertakings of the Association shall be vested in a Committee to be elected annually by the members.

MEMBERSHIP

4. Membership shall be open to all parents of children attending the schools.

GENERAL MEETINGS

5. Each year, not later than the month of October, there shall be held a General Meeting of the Association to be known as "The Annual General Meeting" to consider reports of the previous year's working, to hold elections for the coming year and to make decisions on any subjects that may arise.
6. Any Extra-Ordinary General Meeting of the Association shall be called by the Honorary Secretary on a resolution to this effect being passed by the Committee, or on a resolution being presented to him signed by not less than thirty members of the Association, to transact such business as may be specified in the resolution or requisition which shall be circulated to all members with the notice of the

meeting.

7. The Chairmen of the School Boards, the Schools' Managers and Principals shall be invited to attend a General Meeting.
8. At a General Meeting only the following shall be entitled to vote: the Association Chairman, the Vice Chairman, the Honorary Secretary, the Honorary Treasurer, the Committee members and parents of the children attending the Schools.
9. Ten days written notice of any General Meeting shall be given by the Honorary Secretary to parents and others entitled to attend. Notice to parents may be served by distributing a circular to children in attendance at school on a particular day.
10. The General Meetings of the Association shall be presided over by the Chairman of the Association, or in his or her absence, by the Vice Chairman. In the absence of the Chairman and the Vice Chairman, any member may be moved, by vote to the Chair. Majority rule shall prevail. The Chairman or acting Chairman shall have a vote and also a casting vote at that meeting.
11. At the Annual General Meeting the Committee for the current year, together with the Honorary Auditor, shall be elected. They shall hold office for one year and shall be eligible for re-election.
12. The Chairman may not hold office for more than two consecutive years but may be re-elected after a gap of one year.
13. The Chairman of the Association shall report to the Annual General Meeting on the working of the Association since the previous General Meeting.
14. At the Annual General Meeting all records of the Committee shall be handed to the Chairman for distribution to the incoming Officers of the new Committee at its first meeting.

COMMITTEE

15. The Committee shall consist of a minimum of 15 and a maximum of 25 members. Each of the Schools Management Boards shall be invited to nominate a representative of the parents on that Board to be an ex officio member of the Parents' Committee but they are precluded from holding office or voting.
16. At its first meeting after the Annual General Meeting, the incoming Committee members shall elect from amongst their number, a Chairman, a Vice Chairman, an Honorary Secretary and an Honorary Treasurer.

17. Seven members of the Committee shall form a quorum. All matters at issue shall be decided, if necessary by majority vote.
18. Any Committee member who fails to attend three consecutive meetings without notifying the Honorary Secretary shall be deemed to have resigned.
19. The Committee shall have power to co-opt, subject to Rule 15.
20. The Committee shall meet regularly during the school year.
21. The Honorary Secretary shall give seven days notice (except in an emergency) in writing, of any Committee meeting and shall be empowered to fix a particular day, in consultation with the Chairman, unless specifically directed by the Committee.
22. The Committee shall review annually the Public Liability Insurance Cover taken out to cover the affairs of the Association.
23. In the absence of the Chairman and the Vice Chairman, any member of the Committee may be moved to the Chair. The Chairman or acting Chairmen shall have a vote on all matters and a casting vote in the event of an equality of votes.

SUB-COMMITTEE

24. The Committee shall have power to appoint sub-committees to organise agreed projects, sub-committee members may be co-opted from outside the Committee.
25. The Chairman of the Association shall be entitled to attend sub-committee meetings and shall be notified of all sub-committee meetings.
26. The Chairman of each sub-committee shall be appointed by the main Committee. Other officers shall be elected by the sub-committee.
27. The Treasurer of each sub-committee shall be regarded as an assistant to the Treasurer of the main Committee and shall hand over, on demand, to the Chairman of the Association all monies, books and property of the Association in his possession.
28. All sub-committees shall consult with the Honorary Treasurer on all matters appertaining to the financial affairs of that sub-committee.
29. All sub-committees shall operate only within their terms of reference and shall make reports on their activities to the main Committee which may issue directives to the sub-committee.

HONORARY TRESURER

30. The Honorary Treasurer shall furnish to the Annual General Meeting an account of all receipts and expenditure during the previous year together with a Balance Sheet at the end of the year.
31. The Treasurer shall be authorised to open a Banking Account in the Association's name, to receive subscriptions and other monies, to give receipts for these, and to make such payments as shall be authorised by the Committee.
32. All cheques drawn on the Association's account shall bear the signature of the Treasurer, together with the signature of a member of a panel of four nominated by the Committee for this purpose. In the absence of the Treasurer, cheques shall be signed by a member of the above mentioned panel expressly delegated by the Chairman, or Treasurer, as his substitute.
33. The Treasurer shall hand over to the Chairman of the Association following a resolution of the Committee, all monies, books and property of the Association in his possession.

DISSOLUTION

34. On the dissolution of the Association all property shall be divided between the two schools in proportion to the number of pupils in each school, and for their benefit.

ALTERATION IN RULES

35. No alteration shall be made in any of these Rules except at a General Meeting of the Association, nor any alterations be made unless at least two-thirds of those present at the Meeting, and entitled to vote, shall vote in favour of such alterations.
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