



Cumann Tuismitheori Scoil Lorcán Naofa Cill Mochuda
Parents' Association St Laurence's National School, Kilmacud

Charter

1. Name

The Association shall be called the Parents' Association, St Laurence's Boys National School, Kilmacud.

2. Aims

To represent the parents and guardians in the promotion of the interests of the children in St Laurence's Boys National School, Kilmacud. In the context of this general aim the following are selected as the highest priority objectives;

- (1) To inform parents/guardians of the work and objectives of the school and to foster co-operation between the school and parents/guardians in all matters, particularly in educational matters.
- (2) To encourage in parents/guardians an awareness of the critical importance of the primary school years in the educational development of children.
- (3) To seek the improvement of the pupil/teacher ratio in primary schools to the point where educational programme of the school can be effectively carried out.
- (4) To seek a level of State Financing of primary schools sufficient to ensure the provision of adequate facilities and services.

In pursuance of its objectives the Association may participate in a federation, or federations, of associations of parents/guardians of children in primary schools.

3. Membership

All parents or guardians of children attending St Laurence's Boys' National School Kilmacud shall be automatically members of the Association and can only remain as members for as long as they have children in the school.

4. General Meetings

- (a) An Annual General Meeting shall be held not later than the end of October each year. The Association's financial year shall close on the 30th June each year (or at the end of the academic year).

- (b) At this meeting the Annual Report of the Chairperson shall be read, the Treasurer's Financial Statement shall be given and the Officers for the coming year shall be elected.
- (c) At least two weeks' notice shall be given of each A.G.M.
- (d) All resolutions shall be adopted by majority vote. In the event of a tie, the Chairperson may exercise a casting vote in addition to their own ordinary vote. In the event of this casting vote not being exercised the resolution will have lapsed.
- (e) The Chairperson will control the meeting and the time allocated to each item on the agenda.
- (f) A Quorum will consist of the Chairperson taking the meeting, one other Officer and four Committee Members. (a total of six Members for each meeting).
- (g) The Committee may call an Extraordinary General Meeting when they deem it necessary.
- (h) If required, the Annual General Meeting or the Extraordinary General Meeting may be conducted online.

They may call an E.G.M within one month whenever a requisition in writing signed by 30 members of the Association is deposited with the secretary, stating fully the purpose of the meeting.

At least one weeks' notice shall be given of all or any such meetings/s. No business may be transacted at such meetings other than that deposited with the Secretary.

5. Officers and Executive Committee

- (a) There are three Officers; Chairperson, Secretary, and Treasurer. A fourth Officer may be appointed as Assistant Secretary, if the Chairperson deems it necessary.
- (b) The executive committee shall consist of the Officers and up to thirty four other elected members. Should an Officer's position be vacated during the school year for any reason, an Officer will be elected from the committee in being for the remainder of that year.

The Officers of the committee shall serve a maximum of three years. After a break of service of at least one year they may offer themselves again for election as Officer.

The thirty four other Committee Members (all of whom are Class Representatives) serve a two year term, and may remain as Committee Members on a year to year basis should no-one else from their class come forward to replace them in their position as Class Representative.

There are two Parent Representatives on the Board of Management. They are exclusive to the above. (One Male and one Female).

The Officers and Committee may co-opt additional members to the committee to a maximum of three persons, should they deem it necessary.

- (c) Two members shall be appointed at the A.G.M as independent Honorary Auditors, to conduct an audit of the financial affairs of the Association in advance of the next A.G.M..
- (d) The Affairs of the Association shall be managed by the Executive Committee in accordance with policy determined at AGMs or at any Special General Meetings. The Executive Committee may take any initiatives it considers necessary or desirable provided they are consistent with the Association Policy.

6. Elections and Terms of Officers

- (a) The Chairperson, Secretary, and Treasurer (and Assistant Secretary if applicable) shall be elected at the Annual General Meeting and shall assume office at the conclusion of that meeting. In the event of a vacancy occurring after the A.G.M, the Committee shall have the power to fill it by co-option until the end of the current school year.
- (b) The Officers shall hold office for one year, but shall be eligible for re-election for a maximum of three years continuous service, with a break for a minimum of one year, after which they may offer themselves again for election.
- (c) Election of the Officers at the A.G.M shall be by being nominated, seconded and a majority show of hands
- (d) Election of Committee Members (Class Representatives) shall be by way of being nominated, seconded, and (only if deemed necessary by the Chairperson), by a show of hands.

7 Conduct of the Executive Committee

- (a) Six members of the Committee shall constitute a Quorum (see section 4f) for the conduct of business.
- (b) Minutes of Committee meetings and of the A.G.M shall be kept by the Secretary & Chairperson.
- (c) The Treasurer shall record the financial affairs of the Association and in addition shall present to the A.G.M the Financial Statement for the current year.
- (d) The Executive Committee shall meet once a month during the school year. If required, meetings may be conducted online.

- (e) An Agenda and a copy of the minutes of the previous meeting shall be supplied to all members of the committee, one week in advance of each meeting.
- (f) The Executive Committee shall have the power to appoint sub-committees to conduct specific projects.
- (g) Sub-Committees shall not be empowered to enter into financial commitments of behalf of the Association without prior sanction.

8. Amendments

Amendments to the Charter can only be made if circulated to all members at least two weeks in advance of the A.G.M, and then adopted by a two-thirds majority of those present and voting. A Quorum of thirty members shall be necessary.

Signed by the Chairperson: _____

NAME IN BLOCK CAPITALS: _____

WITNESS: _____

NAME IN BLOCK CAPITALS: _____

DATED: _____