



The Regulations as to the Composition and Procedure of the Parents' Association and its Committee

The Role of the Parents' Association

The Parents' Association adds to the life and spirit of the school by:-

- **Organising specific events that add to the social life and community spirit of the school**
- **Organising events to mark special occasions in our children's school lives**
- **Providing additional facilities directly for the pupils**
- **Providing the school with money to fund additional facilities**
- **Collecting money to fund the above activities by organising fundraising events**
- **Providing feedback and suggestions to the Board of Management on school matters and the development of school policies**
- **Decision-making and provision of information in relation to the school uniform**
- **Fostering the Irish language within the school community**

Regulations¹

1 Membership of the Parents' Association

All parents² and guardians of children attending Gaelscoil na Fuinseoige shall be deemed to be members of the Parents' Association.

2 Size and membership of the Committee of the Parents' Association

- 2.1 The Committee will have responsibility for representing the parents and guardians of children attending the School and responsibility for managing the activities of the Parents' Association.
- 2.2 The Committee shall consist of a maximum of twelve (12) elected members. It is expected that there shall be a minimum of eight (8) elected members.
- 2.3 Each class within the school shall be represented on the Committee by a 'class representative', a parent of a child in that class. Each class representative shall be deemed an elected member of the Committee.
- 2.4 All members shall retire from the Committee at the Annual General Meeting of the Parents' Association, but can be re-elected as long as they continue to be a parent or guardian of a child in the school. At least 25% of places on the Committee shall be reserved for and available to new committee members.
- 2.5 The elected members may co-opt not more than four (4) additional members.

3 Annual General Meeting

¹ For the purposes of these Regulations, electronic media shall be accepted for the requirement that any notices, etc. be in writing.

² References to parent(s) shall include guardian(s).

- 3.1 The Annual General Meeting of the Parents' Association shall be convened during the first term of the school year, but, if not, this shall not invalidate the A.G.M.
- 3.2 At least two (2) weeks' notice of the Annual General Meeting shall be given by the Committee secretary to the pupils' parents and guardians.
- 3.3 Accidental non-receipt of notice of the meeting by any parent or guardian shall not invalidate the meeting.
- 3.4 The Annual General Meeting shall be a private meeting open only to the parents and guardians of pupils in the School, and the following invited persons:
 1. the members of the Board of Management,
 2. any other person whom the Committee may formally propose to invite.
- 3.5 The Chairperson of the Committee shall chair the Annual General Meeting or any Special General meeting of the parents and guardians. In the absence of the Chairperson, members of the Committee who are present shall appoint one of their number to chair the meeting.
- 3.6 Only parents and guardians of pupils of the School shall be entitled to vote.
- 3.7 Notice of any motion to be proposed at the Annual General Meeting must be in writing signed by the proposer and lodged with the Secretary not less than seven (7) days prior to the date fixed for the meeting.

4 Nomination and election to the Committee

The nomination and election of members of the Committee shall be subject to the following conditions:

- i. Only parents and guardians of pupils enrolled in the School at the date of the poll and for not less than four (4) weeks immediately preceding that date shall be entitled to nominate or second candidates for or to vote at the election.
- ii. Candidates' names shall be put forward at the Annual General Meeting.
- iii. Should the number of candidates exceed the maximum membership of the Committee, a vote will be held by secret ballot.
- iv. Two scrutineers who shall not themselves be candidates for election shall be appointed to conduct the election.
- v. Voting shall be on the system of the simple non-transferable vote.

5 First meeting of the new Committee

- 5.1 The Secretary of the outgoing Committee shall convene a meeting of the new Committee within one calendar month of the A.G.M.
- 5.2 At this meeting the Committee shall select from their number the Chairperson, Secretary and Treasurer of the Committee.
- 5.3 The parents and guardians shall be informed of the Officers and membership of the Committee.

6 Additional officers

The Committee may select from its members such other officers as may be decided upon by the Committee from time to time.

7 Quorum

Three (3) members shall form a quorum for all meetings of the Committee.

8 Vacancies and a quorum

The proceedings of the Committee shall not be invalidated by any vacancy or vacancies in their number provided that a quorum is present.

9 Filling vacancies

Vacancies in the Committee may be filled by co-option after due notice has been given to each member of the Committee prior to the meeting at which the new members are to be co-opted. A vacancy will only occur in a situation where the number of members falls below eight (8).

10 Frequency of meetings

The Committee shall meet at least once a school term.

11 Notice of meeting

The Secretary shall provide each member of the Committee with notice of the meeting and an agenda at least three days prior to each meeting.

12 Demand for a meeting

A specific meeting of the Committee shall be convened at any time on the written requisition of three members of the Committee.

13 Deciding questions

At any meeting every question shall be decided by a majority of the members present and voting on the question.

14 Casting vote

In case of an equality of votes, the Chairperson shall have a second or casting vote.

15 Temporary chairperson

If the Chairperson be absent from a meeting the members present shall appoint a chairperson for that meeting who shall have, for the purposes of that meeting, all the powers of the Chairperson.

16 Minutes

- 16.1 The proceedings of each meeting shall be recorded in a minute book to be kept by the Secretary. The minutes of each meeting shall be circulated in a timely manner and at the latest three days in advance of the next meeting.

- 16.2 Following the Annual General Meeting of the Parents' Association, the Secretary shall forward the minutes of that meeting and of all meetings held during the term of office of the Committee to the Secretary of the incoming Committee.
- 16.3 An archive of all minutes of meetings of the Parents' Association and its Committee shall be kept. The Secretary of the Committee shall be responsible for the maintenance of these records.
- 16.4 Minutes of meetings of the Parents' Association and its Committee shall be made available to any parent or guardian of a pupil enrolled in the school within a reasonable time from the receipt of a request for same, and in any event not later than the date of the next meeting of the Committee.

17 Sub-committees

- 17.1 The Committee shall have power to set up sub-committees subject to any conditions which shall be determined by the Committee.
- 17.2 Each sub-committee shall go out of office on the day preceding the first meeting of the new committee.
- 17.3 The Committee shall have power to dissolve any of its sub-committees at any time.
- 17.4 The Committee may permit any of its sub-committees to hold and expend funds for the approved purposes of that sub-committee.
- 17.5 Sub-committees may not hold bank accounts in their own name but as a numbered additional account to the Parents' Committee account.
- 17.6 Each sub-committee shall arrange its own meetings and rules of procedure provided that none of these Regulations are contravened.
- 17.7 Each subcommittee shall hold meetings as necessary and shall report meetings and events to the Parents' Committee.
- 17.8 The Chairperson of the Parents' Committee, or his/her representative, may attend sub-committee meetings.

18 Bank account

- 18.1 The Parents' Association shall have a bank account.
- 18.2 All monies accruing to the Parents' Association shall be lodged in the Parents' Association bank account.
- 18.3 A current statement of account shall be placed before every meeting of the Committee.
- 18.4 The Treasurer shall be responsible for the prudent management of the Parents' Association account.

19 Expenditure

- 19.1 It shall be the duty of the Parents' Association and its Committee to deal prudently with the Parents' Association's funds. The Committee shall make decisions on expenditure appropriate to its role and will authorise the treasurer to make payments for this purpose.
- 19.2 Any decision regarding expenditure of Committee funds shall be made by a majority vote of the Committee. The only exception to this shall be an amount agreed by the Committee as a petty cash amount for expenditure by the Treasurer to be accounted for at each meeting of the Committee.
- 19.3 A written statement of income and expenditure will be given at the AGM and a copy will be forwarded to the Board of Management for its information.
- 19.4 Where major capital expenditure is being undertaken, two or more estimates must be sought.

20 Signing cheques

No more than three persons shall be empowered to sign cheques on behalf of the Parents' Association. These shall be the Treasurer of the Committee, the Chairperson of the Committee and one other member of the Committee who shall be appointed by the members of the Committee. Each cheque must be signed by two of these three.

21 Government of the School

The Parents' Association has no function in the direct management of the School. The Committee shall consult with the Principal and the Board of Management when planning a programme of activities for any particular year.

22 Special Meeting

- 22.1 If anyone wishes to put a proposal to the parents and guardians, other than at the AGM, it shall be brought in the form of a notice of motion or motions signed by at least four (4) members of the Committee or fifteen (15) parents and transmitted to the Secretary who shall convene a Special Meeting.
- 22.2 The Secretary shall convene a Special Meeting, giving not less than seven days' notice accompanied by the text of the motion or motions, to vote upon the proposal.
- 22.3 No other matter save the motion or motions shall appear on the agenda.
- 22.4 The Meeting shall not discuss any other matter save the motion or motions on the agenda or any proposed amendment.
- 22.5 The Meeting shall not make any decision other than to vote on the motion or motions or amendments thereto.

23 Amendments to the Regulations

- 23.1 Any proposal to alter or amend these Regulations or any part thereof shall be brought in the form of a notice of motion or motions for the Annual General Meeting or in the form of a notice of motion or motions for a Special Meeting as laid down in Regulation (22) above.

- 23.2 The Committee shall deal with the proposal as a notice of motion or motions for a Special Meeting.
- 23.3 If the motion is carried by the votes of at least two-thirds of the parents present and voting at the A.G.M. or the Special Meeting it shall be carried into effect and these Regulations shall be amended accordingly.

24 Review

The Parents' Association shall review these Regulations regularly and shall not allow any period of three (3) years to pass without such review.

25 Regulations in force

These Regulations (as amended) shall come into effect on the day of the Annual General Meeting or Special Meeting convened before the end of the 2018/2019 school year and shall remain in force until altered or amended as provided for in Regulation (23) above.

End