

# **CABINTEELY COMMUNITY SCHOOL**

## **PARENTS' ASSOCIATION**

### **ARTICLES OF ASSOCIATION**

Parents are the prime educators of their children. It is they who have the responsibility of ensuring the moral, spiritual, intellectual, physical, social and emotional development of the child.

#### **1. In view of this belief, The Parents' Association advocates the following objectives:**

- 1.1 To support and promote parents in this role and continue this in partnership with the school
- 1.2 To undertake and/or promote activities which advance the aims and objectives of Cabinteely Community School
- 1.3 to elect the Parents' Nominees to the Board of Management
- 1.4 to advise the Parents' Nominees to the Board of Management of the views and opinions of the parents and to offer such other advice as the Association sees fit
- 1.5 The Association, while offering support to the parents, recognises that the resolution of problems relating to individual pupils or parents will be for determination between the individual pupil and/or parent and the school authorities.

#### **2. Membership**

- 2.1 All parents and guardians of children enrolled in the school are automatically members of the Parents' Association.

#### **3. Steering Group**

- 3.1 The affairs of the Association shall be conducted by a Steering Group (consisting of a group – minimum 8) formed at the AGM. The two Parents' Nominees on the Board of Management shall be included in this group. All members of the Association are welcome to attend any of the meetings of the Steering Group, having given prior notice of the wish to attend. Items for the agenda may be forwarded to the Secretary 10 days before the meeting. In the case of an emergency this time can be abridged by a simple majority of the Steering Group.
- 3.2 At its first meeting in each year the new Steering Group shall elect Honorary Offices: Chairperson, Deputy Chairperson, Secretary and Treasurer. Any other officers or members of sub-committee deemed necessary shall be elected at the same meeting.
- 3.3 Steering Group meetings shall be chaired by the Chairperson. In the absence of the Chairperson, meetings shall be chaired by the Deputy Chairperson. Otherwise those members present may elect a chairperson for the meeting.

- 3.4 Steering Group resolutions shall be passed by simple majority of those members present and voting. The Chairperson will have the casting vote.
- 3.5 A quorum at the Steering Group meetings shall consist of five members.
- 3.6 Ordinarily members shall be given notice seven days or more in advance of meetings and where possible such notice shall include the agenda for the meeting.
- 3.7 The Secretary shall keep the minutes of all resolutions passed at Steering Group meetings. In the absence of the Secretary those members present shall elect a member to act as Secretary for the meeting. Minutes should be agreed before being signed and archived.
- 3.8 The Steering Group may invite to attend its meetings such persons as it wishes.
- 3.9 The Steering Group shall normally meet on the 2<sup>nd</sup> Tuesday of the month between September and June.
- 3.10 The Steering Group shall make its own standing orders consistent with the Articles of Association.

#### **4. Election**

- 4.1 Only members of the Parents' Association are eligible for election to the Steering Group sub-committees to be chaired by a member of the Steer Group and to report to the Steering Group. Others may be co-opted or invited as honorary members, necessary e.g. to provide specific expertise or when assistance is needed with an additional workload. The numbers of such co-opted members shall not exceed three at any one time.
- 4.2 At the first Steering Group meeting after the AGM the officers will be elected. A Steering Group member may hold an officer position for up to three consecutive years followed by a minimum break of one year.
- 4.3 A member of the Steering Group must resign on ceasing to be a parent in the school but may be invited to attend as an honorary member.
- 4.4 Voting shall be by secret ballot on a straight count basis.
- 4.5 Nominations for elections shall be accepted before or at the AGM. In any case where a nominee is not present at the AGM his or her nomination must be submitted to the Secretary in writing before or at the AGM and must carry the nominee's consent and the signature of a proposer and a seconder, both of whom must be members of the Parents Association.
- 4.6 If an officer vacancy arises during the period of the office of the Steering Group, such a vacancy may be filled by co-option, at the discretion of the Steering Group.

#### **5. Election of Parents' Nominees to the Board of the Management**

- 5.1 Elections will be held on expiry of the term of a Board of Management in accordance with the terms of Deed of Trust and as such times as the Association decides.
- 5.2 In accordance with the Deed of Trust, the Parents' Nominees on the Board of Management may be removed from office by the electorate. A referendum to



decide such action will be held by the Steering Group upon receiving a request signed by more than ten per cent of the members of the Parents' Association. Such referenda will be held within six weeks of the date of receipt of the written request.

- 5.3 Notice of an election will be sent to the parents/guardians of children in the school at least thirty days in advance of polling day.
- 5.4 The term of office of the Parents' Nominee to the Board of Management shall cease as soon as the parent no longer has a child attending Cabinteely Community School. A parent nominee to the Board of Management may opt to remain on the Board to complete their term even when they no longer have a child in the school unless the electorate wish to remove them.

## **6. General Meeting**

- 6.1 The AGM may be held in any month of the school year. Written notice of ten days will be given to all parents of the children enrolled in the school
- 6.2 Extraordinary General Meeting will be called at the discretion of the Steering Group or when they receive a written request from 10% or more of the members.
- 6.3 Written notice will be sent to all members seven days in advance of General Meetings and such notice will contain an agenda for the meeting.
- 6.4 General Meetings will be chaired by the Chairperson. In the absence of the Chairperson, they will be chaired by the Deputy Chairperson. Otherwise the Steering Group shall elect one of its members to chair the meeting.
- 6.5 The Steering Group may invite to General Meetings such persons as they wish.

## **7. Sub Committees and Working Parties**

- 7.1 The Steering Group may constitute sub-committees and working parties as it considers desirable – all of which will report as requested by the Steering Group. The Chairperson may be a member of each sub-committee.

## **8. Rules and Articles of Association**

- 8.1 Rules may be changed at General Meetings and such rules shall not be changed subsequently, except at General Meeting.
- 8.2 Changes to the Articles of Association shall be made only at a General Meeting. Such meetings shall require a two-thirds majority of the meeting.

## **9. Annual Reports**

- 9.1 The Secretary and the Treasurer will submit written annual reports for consideration by the members attending the AGM.