



Constitution

Name:

The Association will be known as the Loreto Navan Parents' Association ("the Association").

Aims and Objectives:

The overall aim of the Association will be to work in partnership with all other Loreto Navan stakeholders including the Board of Management, Principal, Deputy Principals, teachers and professional staff in furthering the education, learning and moral, mental, social and cultural wellbeing of all our children. However, the Association does not involve itself in matters relating to the internal administration of the school. To further the Catholic and educational objectives of the school, we strongly encourage parents to give time to the association with the many events that we are involved in on behalf of the parents, students and teachers. Ours is a team effort.

This aim will be underpinned by the following objectives:

- Actively supporting and assisting Loreto Navan to become a centre of academic excellence - we will do this by working with the Principal, Deputy Principals, teaching and professional staff in involving the full parent grouping as well as recognising special and particular academic achievement within the student body.
- Fully encouraging and championing, again with the Principal, Deputy Principals, teaching and professional staff the wider development of our children through an extensive use of sports, social, cultural and leisure activities. We will support the involvement of all children, including those with minority interests and special needs, while again recognising exceptional achievement and contribution.
- Promoting the role of parents or legal guardians as the primary educators of their children.
- Helping to ensure that parents are kept informed of the developments in the school and in education.
- Ensuring the best possible facilities, support systems and learning environment is available for our children.
- Fundraising to supplement existing revenue streams available to Loreto Navan from national and regional sources. We will utilise the funds raised to achieve the earlier objectives and to support exceptional and special initiatives.

A feature of how we will operate will be to provide regular, open communication to the full parent grouping and if necessary, support this by meetings and other activities.

Membership

All parents or legal guardians of pupils currently registered at Loreto Navan are members of the Association. Membership ceases when a parent or legal guardian ceases to have a child registered at Loreto Navan. A registered student will include all students currently attending Loreto Navan and incoming students who have registered and accepted their place for the forthcoming academic year.

All parents and legal guardian members in attendance have the right to vote at General Meetings (both Annual General Meetings (AGMS) and Extraordinary General Meetings (EGMs)) of the Association and to hold office in the Association.

Members can petition the Chairperson in writing to hold an EGM.

Committee and Officers

The Association shall be administered by a committee of current parents or legal guardians ("the Committee").

The Committee will consist of no more than 25 members from whom officers will be elected to the posts of Chairperson, Vice-Chairperson, Secretary, Treasurer and ("the Officers").

Four members of the Committee will constitute a quorum.

Committee resolutions will be passed by a simple majority of those members present and voting. The Chairperson will have a casting vote.

The Principal, Deputy Principals, one teacher and parents' representatives on the Board of Management of the school will be ex-officio members of the Committee. Although ex-officio members will be non-voting members of the Committee, their advice, guidance and input will be an essential part of the decision-making process utilised by the Committee.

Election to the Committee will take place on the night of the Annual General Meeting. Nominations will be sought in advance if necessary, a vote will take place on the night. Committee members will serve for a two-year term. They may seek re-election to the Committee subject to their being a parent or legal guardian of a child attending Loreto Navan. Committee membership, as well as Association membership, will cease on a parent/legal guardian no longer having a child registered at the school. The Committee shall hold office from AGM to AGM.

The first meeting of the Committee, after the AGM, will elect the Officers i.e., a Chairperson, Vice Chairperson, Secretary and Treasurer.

Any new officers must have served on the Committee in the past or been an active member of the volunteer list prior to taking the role of officer where possible.

No Committee member may serve for more than two years in the same Officer position. However, in the event that no one is available to take up a specific Officer position and it would therefore remain open, the serving Committee member may serve a third year in the position while a suitable replacement is found.

Committee meetings will take place at least five times each year.

Meetings will be chaired by the Chairperson or in their absence, the Vice Chairperson. Otherwise, the committee shall elect one of its members to chair the meeting.

Minutes of all Committee meetings will be taken by the secretary, distributed prior to the next meeting and will be presented for approval at that meeting.

The Committee has the power to appoint a smaller group from within their numbers or non-members if considered necessary, to work on a specific task or initiative. All subcommittees report to the Committee.

No member of the Association/Committee other than the Chairperson, or member nominated by the Committee, will make any official or public statement on behalf of the Association, without prior approval by the principal.

Committee members are asked to attend all Committee meetings. Where a Committee member misses three consecutive meetings without reasonable cause, it will be assumed that they no longer desire to be part of the Committee and their membership of the Committee will cease.

Any business may be transacted at a regular meeting for which proper notice has been given. A portion of time at each meeting shall be set aside to address any correspondence, suggestions and concerns of the general membership.

The association recognises that problems relating to individual pupils, parents or teachers are a matter for determination between the individual pupil and or parent/guardian and the school authorities and not the Parents' Association.

Finances

All monies raised will be banked in an account in the name of the Association under the school heading.

The Committee shall apply funds raised by it to further the aims of the Parents' Association. All funds include any surplus of income over expenditure. The Committee will endeavour to maintain a modest surplus at the end of each financial year.

The financial year for the Parents' Association accounts shall be 1 September to 31 August. Annual financial accounts shall be prepared for each financial year and presented for the approval of the members of the Parents' Association at the next AGM.

The accounts shall make provision for expenses incurred and not yet paid, and income earned and not yet received.

A copy of the annual financial accounts shall be forwarded to the Board of Management once approved by the Parents' Association.

Any additional expenditure must be proposed at a Committee meeting and passed by the meeting.

All payments and withdrawals, including invoices, should be approved by the chairperson and treasurer with consultation of the overall committee and completed by the schools accounts department.

When funds allow, an amount may be allocated to charitable events supporting students of Loreto Navan. Guidelines are a minimum amount of €50, and a total maximum of €200 in any financial year. Any donations are at the discretion of the Committee in consultation with the Principal.

Annual General Meeting (and Extraordinary General Meetings)

The AGM of the Association will take place in the first term of the school year. At least two weeks' notice of the meeting will be provided to all members of the Association.

An agenda for the AGM will be circulated two weeks before the AGM. In the event of there being a greater number of nominations than places on the Parents' Association Committee, a ballot shall be taken at the AGM.

The minutes of the previous AGM will be read and proposed for adoption at each AGM.

The Committee will present its activities during the preceding year including a financial statement to the AGM.

The Committee can call an EGM if it considers it necessary or desirable.

Changes to this Constitution

No alterations to this constitution can be made except at the AGM or an EGM called for that purpose. In any event the Committee will review the Constitution and report to the AGM every five years on the outcome of their deliberations.

A two thirds majority of the members present is required to carry an amendment to the constitution.

Winding up

Winding up of the association will only be valid if accepted at a general meeting convened for this purpose. In the event of the winding up of the Association, any assets on hand will be presented to the Board of Management for school purposes.