

# **St. Flannan's College Parents Association Terms of Reference**

- 1. Name:** St Flannan's College Parents Association will be referred to as the "Association"
- 2. Objectives:** The objectives of the Association are:
  - a. To advance all aspects of the well-being of the students at the school and the school community in general.
  - b. To foster good relations between parents, teachers, students and the school authorities.
  - c. To elect parent's nominees to the School Board of Management
- 3. Membership:** All parents or legal guardians of students attending the school are automatic members of the Association.
- 4. Affiliations:** This Association is affiliated to the National Parents Council Post Primary (NPCPP)
- 5. General Meetings:**
  - a. Public Notice will be given fourteen days in advance of a General Meetings
  - b. General Meetings will be chaired by the Chairperson or, in his/her absence, by the Vice-Chairperson. Otherwise, the Executive Committee will elect one of its members to chair the meeting.
  - c. A minimum of 3 meetings will be held per year (including the AGM).
  - d. A quorum for a General Meeting is 10 parents. If attendance at the General Meeting is less than the quorum the meeting can proceed to share information, however no decisions will be made.
  - e. The Annual General Meeting (AGM) will be held during October of each year.
  - f. The Executive Committee will call Extraordinary General Meetings (EGM) when the committee deems it desirable, or when a written request to call an EGM is received by the Executive Committee, signed by at least 50 parents.
  - g. Minutes of all Association meetings will be kept by the Secretary who will present the minutes to the Association for approval at the subsequent meeting.
- 6. Executive Committee ("the Committee")**
  - a. An Executive Committee will administer the affairs of the Association on behalf of the members. The Committee will consist of at least 3 members who will be elected

every two years at the Annual General Meeting. The parents' nominees to the school Board of Management will be ex-officio members of the committee.

- b. The Committee will appoint from among its elected members the officers of Chairperson, Vice-Chairperson, Secretary, Vice-Secretary, Treasurer and Vice-Treasurer.
- c. The Committee will have power to co-opt members to fill any vacancies which occur on the Committee.
- d. The Committee will meet each month from September to June (inclusive), and otherwise as deemed necessary by the Committee. The quorum for Committee meetings will be 50% of its membership (rounded up).
- e. The Committee may invite people to attend Committee or General Meetings as it decides.
- f. Minutes of all Committee meetings shall be kept by the Secretary, who shall present the minutes for approval at a subsequent Executive Committee meeting.
- g. The Committee will have the power to establish sub-committees to assist it from time to time. Sub-committees may consist of members or non-members of the Association and will report to the Executive Committee.
- h. Each year, the Executive Committee will present a report of its activities, including a financial statement, to the Annual General Meeting.

## **7. Election of Parent Representative to the Board of Management**

- a. Elections should be performed in accordance with the rules governing nomination of Parents' Representatives to the School Board of Management.
- b. Notice of election will be given to all parents one month in advance of the date of the election.
- c. Nominations of Candidates will be submitted to the Executive Committee at a Special General Meeting of the Association.

## **8. Communications**

- a. The Executive Committee can be contacted by parents through the Parents' Association email at [parentsassociation@stflannanscollege.ie](mailto:parentsassociation@stflannanscollege.ie)
- b. The Executive Committee and school will work in partnership to keep parents up-to-date on activities relating to the Parents' Association through the following channels:
  - The School App
  - Parents' Association page on the school website
  - The school's social media platforms
  - The school's newsletter / E-bulletin

## **9. Amending the Constitution**

The Constitution may be amended from time to time at a General Meeting. A two-thirds majority of the members present will be required to carry an amendment to the Constitution.

## **10. Voluntary Annual Subscription**

A voluntary Annual Subscription by members will finance the Association. The amount of the subscription and method of payment will be decided by a General Meeting on the advice of the Executive Committee.

## **11. Official Statements and Representations**

No member of the Association other than the Chairperson or member nominated either by the Chairperson or by the Executive Committee will make any official or public statement or representation on behalf of the Association.

## **12. Liaison with the School Authorities**

- a) Liaison with the school will normally be through correspondence by the Secretary, or by deputation nominated by the Chairperson or Executive Committee, with the Principal or the school/or his nominees.
- b) The Executive Committee may, however, where desirable and appropriate, correspond in writing or seek a meeting with the Board of Management.
- c) A school representative and the parent representative to the Board of Management will be requested to attend Association meetings.

## **13. Individual Issues**

The Association recognises that problems relating to individual pupils or parents will be for determination between the individual pupil and /or his or her parents and the school authorities.

## **14. Winding Up**

The Association may be wound up if accepted at a General Meeting convened for this purpose. In the event of the winding up of the Association any assets will be presented to the Board of Management for school purposes.