Loreto College Cavan
Parents' Association Constitution

Name

The name of this body shall be **Loreto College Cavan Parents' Association**.

Objectives

The purpose of this Parents' Association is as follows:

• To advance the moral, mental, social, and cultural wellbeing of the students at Loreto College Cavan.

• To promote the interests of parents as "partners in education" in a positive spirit of co - operation. This involves helping the school in policy formation, development and final consultation.

• To foster good relations between the parents', teachers, students, and the school

authorities.

• To adopt a programme of activities that will promote the involvement of parents.

• To promote equality, diversity, and inclusion.

The Parents' Association Committee may take part in the organisation of events. Any fundraising must be for the benefit of the school.

Membership

Membership of the Parents' Association shall be open to all parents and guardians of pupils of Loreto College Cavan.

At the discretion of the Parents' Association Committee, teachers at Loreto College Cavan *may* be invited to attend meetings.

The two representatives on the Board of Management shall be automatically ex-officio Members of the Parents' Association.

Affiliations

The Parents' Association may affiliate to the NPC pp as they deem fit.

The Committee

The ordinary business of the Parents' Association shall be conducted by a committee elected annually at the AGM of the Parents' Association known as "**The Committee"**. Election to the Committee will be by a majority vote by Parents/ Guardians present at the AGM according to the following:

Nominations may be made in advance or on the night of an AGM.

The outgoing officers shall be responsible for the counting of votes and the declaration of results.

The committee shall consist of **up to** 10 members who shall be elected each year at the Annual General Meeting**.**

The committee shall appoint from among its elected members the officers of the following

• Chairperson

• Vice -chairperson

• Secretary

• Treasurer

• Public Relations Officer (if deemed necessary)

The Committee shall have the right to co-opt members to fill any vacancies which occur on the committee.

The committee shall have the right to form sub-committees to assist it from time to time.

Sub-Committees may consist of members or non-members of the Parents' Association Committee and shall report to the committee. The subcommittee may not make final decisions.

The committee shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

Election of Officers

At the first meeting of the committee elected the meeting shall appoint the following Officers from among the members elected:

• Chairperson x 1

• Vice -chairperson x 1

• Secretary x 1

• Treasurer x 1

• Public Relations Officer x 1 (if deemed necessary)

An elected officer may offer themselves for re-election each year and shall not hold office for more than **3** consecutive years. In exceptional circumstances where no new nominees have presented, the elected officer may retain the office for longer if there is majority agreement of the Parents' Association Committee**.**

Co-opted Members

The committee may co-opt a maximum of three further members to assist it in its work. A maximum of 20-member s will serve on the committee:

10 Elected members

10 Co -opted members

Responsibilities of Members of the Committee

Chairperson

• Schedule meetings in conjunction with the principal.

• Maintain the orderly running of all meetings.

• Prepare the agenda for all meetings with the Secretary.

• Issue the draft agenda to the Committee at least 7 days in advance of a scheduled meeting.

• Manage a Parents' Association email if one is in existence.

• The Chairperson shall not allow criticism of any employees of Loreto College Cavan,

mindful that meetings are not subject to privilege.

Vice -Chairperson

• Chair the meetings in the absence of the Chairperson and fulfil the above responsibilities.

Secretary

• Take the minutes during the meeting.

• Prepare the minutes of meetings.

• Issue draft minutes of meetings within 7 days following the scheduled meeting.

• Maintain a file of the agendas and agreed minutes of all meetings.

• On conclusion of office, hand the file over to the next secretary.

Treasurer

• Manage the financial affairs of the Parents' Association.

• Ensure that adequate insurance is in place for all activities of the Parents' Association.

• Provide an update at meetings in relation to the finances of the Parents' Association.

• Present as part of the report of the Annual General Meeting the financial affairs of the Parents' Association.

• The accounts of the Parents' Association shall be prepared in accordance with good accounting practice and FSSU guidelines.

Public Relations Officer (If deemed necessary)

• Update the Parents' Association presence on the school website through the Principal/Deputy Principal

• Develop public relation campaigns when required.

• Develop, update and edit promotional material and publications e.g. posters, brochures as required.

General Meetings

The Parents' Association shall endeavour to meet bi-monthly (every two months) if possible, from September to June and on other such occasions as may be deemed necessary by the committee.

Meetings will take place at Loreto College Cavan or via an online platform.

The quorum for all general meetings of the Parents' Association shall be 5 members. If less than 5 are in attendance, no decisions can be made and ordinarily the meeting will be postponed.

The committee may invite to meetings such persons as the committee decides.

The meetings will ordinarily be scheduled to take place following a Board of Management

Meeting.

Annual General Meeting

The Annual General Meeting shall take place between September and December inclusive.

Notice of the Annual General Meeting shall be given to **all** families at least 14 days in advance of the meeting.

The notice shall be accompanied by the agenda for the Annual General Meeting.

The quorum for the annual general meeting shall be 10 attendees.

Extraordinary General Meetings

The Committee shall call an extraordinary general meeting when the committee deems it necessary.

An extraordinary general meeting shall be held in the event of any important decisions or other urgent business which most of the committee feel needs an extraordinary general meeting.

An extraordinary general meeting shall also be held when a written request to call an extraordinary general meeting is received by the committee signed by at least 25 parents stating the reason for the meeting and the purpose of the meeting.

Extraordinary general meetings can be held at any time during the year.

The quorum for all extraordinary general meetings of the Parents' Association shall be 10 members.

Voting

Where a vote is required, all Parents/ Guardians at the meeting shall be entitled to vote e.g. Parents Association meeting, Annual General Meeting or Extraordinary General meeting.

Decisions shall be made by a simple majority.

In the event of an equality of votes the Chairperson shall have the casting vote in addition to the vote to which he, or she, is entitled as a member.

Official Statements and Representations

No member of the Parents' Association other than the Chairperson or member nominated either by the Chairperson or by the committee shall make any official or public statement or representation on behalf of the Parents' Association and must be with the Principals Consent.

The Parents' Association will have a presence on the Loreto College Cavan website.

No official statements or representations can be made without prior agreement with the Principal.

Liaison with School Authorities

Liaison with the school shall normally be maintained by correspondence through the Chairperson or the secretary if agreed with the Chairperson.

The Parents' Association in discharging its functions recognise that the examination and resolution of problems relating to individual pupils or parents will be for determination between the individual student, Parents/Guardians and management of Loreto College Cavan.

The Parents' Association also recognises that matters concerning the school curriculum, and its implementation are the function of Loreto College Cavan.

Data Protection

During the activities of the Parents' Association, personal data will be acquired, processed and stored as per the school's data protection policy. The Parents' Association will have data in relation to but not limited to:

• Members of the Parents' Association e.g. phone numbers and email.

• Volunteers or those who engage with the Parents' Association.

• Third party suppliers or service providers engaged by the Parents' Association.

The Parents' Association will endeavour to ensure that data will

• be processed lawfully, fairly and in a transparent manner.

• be collected for specified, explicit and legitimate purposes.

• be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed ensuring as much as possible data minimisation.

• be kept accurate, complete and up to date where necessary.

• be kept in a form which permits identification of data subjects for no longer than is necessary and for the purposes for which the personal data was processed.

• be processed in a manner that ensures appropriate security of the personal data.

The Parents' Association may use What's App and/or email as a communication tool. Participation in What's App or email communication will be taken as consent.

What 's App groups will ordinarily be ceased on election of a new Parents' Association and a new What's App channel set up unless otherwise decided by the committee.

Alterations to the Constitution

Notice of such proposals must be circulated to the Parents ' Association committee members and must appear on the agenda for the Annual General Meeting or the Extraordinary General Meeting.

This constitution may be amended from time to time at General Meeting of the Parents' Association.

A two -thirds majority of the members present shall be required to carry an amendment to the constitution.

Finance

A bank account shall be kept in the name of the Parents' Association under the supervision of the Treasurer and Principal. Completed annual accounts should be ready for presentation at the Annual General Meeting.

The treasurer and Principal are mandated signatories on the bank account. Online banking shall be permitted with dual authorisations required for payments. A minimum of two signatures is required for any in person transaction.

The maximum amount that can be held in the bank account is € 10,000

Any monies more than this must be transferred to the accounts department at the school.

Dissolution

The Association may be dissolved only by an Extraordinary General Meeting especially convened for the purpose and by a resolution carried by at least four-fifths of the votes recorded in respect of same. Any surplus funds which may be on hand at the time of dissolution shall be given to the Board of Management for school purposes.

This Constitution was passed at a meeting on 19/1/26