

Loreto Abbey Dalkey  
Parent Association Constitution

1. Name

The name of the association shall be “Loreto Abbey Dalkey Parent Association” (“the Association”).

2. Membership

All parents or legal guardians of students attending Loreto Abbey Dalkey Secondary School shall be automatic members of the Association.

3. Aims

- (a) To support the aims and objectives of the School.
- (b) To act in an advisory capacity in promoting the educational and Christian ethos of the school and general welfare of its pupils.
- (c) To promote understanding and communication between parents, management and pupils.
- (d) To encourage parent participation in school activities.
- (e) Consistent with these aims, the Association shall operate under this constitution which shall be approved by the parent members of the Association in General Meeting and by the Board of Management.

4. Administration

- (a) The business and affairs of the Association shall be administered by the Executive Committee.
- (b) The Annual General Meeting shall be administered by the Executive Committee.
- (c) The Executive Committee may call a Special General Meeting at its discretion. In exceptional circumstances the Committee must convene a Special General Meeting if a minimum of 25% of parents submit a written request for a purpose consistent with the constitution of the Association.
- (d) The Management and Teaching Staff shall be invited to participate in General Meetings.
- (e) The Association shall not interfere with the purely professional aspects of school administration and work, and shall not handle matters relating to day-to-day matters

including pupils and teachers.

## 5. Executive Committee

(a) The Executive Committee shall consist of:

12 parents elected in the following manner:

1 Year classes – 1 male & 1 female

2 Year classes – 1 male & 1 female

3 Year classes – 1 male & 1 female

4 Year classes – 1 male & 1 female

5 Year classes – 1 male & 1 female

6 Year classes – 1 male & 1 female

(b) The parents' nominees to the school Board of Management shall be ex officio members of the Executive Committee and are invited to attend all Executive Committee meetings

(c) The Principal and Deputy Principal (or their delegates) shall also be invited to attend Executive Committee meetings.

(d) Election of parent members of the Executive Committee shall take place every year at the AGM. A parent may not be a member of the Committee for more than three consecutive years.

(e) The Executive Committee shall elect annually from its parent members a Chairperson, Deputy Chairperson, Secretary, Treasurer and Association Website Administrator who shall hold office until the end of the meeting at which their successors are appointed.

(f) The Executive Committee should normally meet once per month during the school year.

(g) Items for the agenda should be submitted to the Secretary at least 10 days prior to the next meeting. Notice of meeting, agenda and minutes of previous meeting and other relevant papers should be circulated to the committee members at least 5 days prior to meeting.

(h) Eight members constitute a quorum for an Executive Committee Meeting.

(i) The Executive Committee may, at its discretion, set up a sub-committee for a specific purpose. It shall have the power to co-opt parent members for sub-

committees.

(j) The Executive Committee may at its discretion, co-opt up to a maximum of 4 extra association members to the Executive Committee when deemed to be appropriate.

## 6. Finances

(a) The Executive Committee is responsible for raising finance, which may include applying to the Board of Management, to cover Association expenses as required.

(b) The Treasurer shall furnish a financial statement at the Annual General Meeting.

## 7. Motions & Notices

(a) Notice of Annual General Meetings shall be sent to every member not later than 14 days before the date fixed for such meetings.

(b) Notices of Motion including notice of motion to amend the Constitution must be received in writing by the Secretary not later than 10 days before the date of a General Meeting.

(c) The Agenda for a General Meeting shall be sent to every member not later than 5 days before the date fixed for such meeting.

(d) Voting on all Motions at a General Meeting shall be by simple majority. In the event of a tied vote the Chair of the meeting shall have a casting vote.

(e) 30 members constitute a quorum for a General Meeting.

## 8. Winding Up

Winding up of the Association shall 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 shall be presented to the Board of Management for school purposes.

Amended 21st May 2012