**Scoil Lorcáin, Monkstown, Co. Dublin**

**The Regulations (28) as to the Composition and Procedure of the Parents’ Committee**

**The Role of the Committee**

**The committee adds to the life and spirit of the school by:-**

* **Organising specific events that add to the social life and community spirit of the school**
* **Organising events to mark special occasions in our children’s school lives**
* **Providing additional facilities directly for the pupils**
* **Providing the school with money to fund additional facilities**
* **Collecting money to fund the above activities by requesting a voluntary subscription of the pupils’ parents and guardians and by organising fundraising events**
* **Providing feedback and suggestions to the Board of Management on school matters and the development of school policies**
* **Decision-making and provision of information in relation to the school uniform**
* **Fostering the Irish language within the school community**

**Regulations1**

# Size and membership of the Committee

## The Parents’ Committee2 shall consist of a maximum of twenty six (26) elected members. It is expected that there shall be a minimum of fifteen (15) elected members.

## All members shall retire from the Parents’ Committee at its Annual General Meeting.

## The elected members may co-opt not more than four (4) additional members.

## The parents’ and guardians’ nominees to the Board of Management, the Chairperson of the Board of Management and the School Principal shall be ex officio members of the Parents’ Committee.

# Annual General Meeting

## The Annual General Meeting of the Parents’ Committee shall be convened during the last term of the school year.

## At least two (2) weeks' notice of the Annual General Meeting shall be given by the Parents’ Committee secretary to the pupils’ parents and guardians.

## Accidental non-receipt of notice of the meeting by any parent or guardian shall not invalidate the meeting.

## The Annual General Meeting shall be a private meeting open only to the parents and guardians of pupils in the School, and the following invited persons:

1. the members of the Board of Management,
2. the Trustees of the School,
3. any other person whom the Committee may formally propose to invite.

## The Chairperson of the Committee shall chair the Annual General Meeting or any Special General meeting of the parents and guardians. In the absence of the Chairperson, the Vice-Chairperson shall chair the meeting. In the absence of both the Chairperson and the Vice­ Chairperson, members of the Committee who are present shall appoint one of their number to chair the meeting.

## Only parents and guardians of pupils of the School shall be entitled to vote.

## Notice of any motion to be proposed at the Annual General Meeting must be in writing signed by the proposer and lodged with the Secretary not less than seven (7) days prior to the date fixed for the meeting.

# Nomination and election to the Committee

**3(a)**  The nomination and election of members of the Committee shall be subject to the following conditions.

* 1. Only parents and guardians of pupils enrolled in the School at the date of the poll and for not less than four (4) weeks immediately preceding that date shall be entitled to nominate or second candidates for or to vote at the election.
	2. Candidates’ names shall be put forward at the Annual General Meeting.
	3. Voting shall be on the system of the simple non-transferable vote.
	4. Should the number of candidates exceed the maximum membership of the Committee:
* The election shall be cancelled
* The outgoing Committee shall remain in office
* A Special Meeting shall be convened two (2) weeks later or, should that date be after the last term of the school year, during the first 31 calendar days of the new school year and
* The procedures set out in 3(b) below shall apply.

**3(b)** The nomination and election of members of the Committee shall be subject to the following conditions.

1. Only parents and guardians of pupils enrolled in the School at the date of the poll and for not less than four (4) weeks immediately preceding that date shall be entitled to nominate or second candidates for or to vote at the election.
2. Candidates shall be nominated and seconded in writing and each candidate shall countersign his nomination form.
3. Nominations shall be sent so as to be received by the Secretary at least three (3)days prior to the day of the Special Meeting.
4. Three scrutineers who shall not themselves be candidates for election shall be appointed to conduct the election.
5. Ballot papers shall be issued at and collected at the Special Meeting.
6. Voting shall be on the system of the simple non-transferable vote.
7. Should the number of votes recorded on the ballot paper exceed the number of vacancies for elected members of the Committee at the date of the poll that ballot paper shall be deemed spoilt and shall be invalidated.

# Agenda of the Annual General Meeting

The Agenda of the Annual General Meeting shall be as follows:-

1. Minutes of previous Annual General Meeting and minutes of any Special Meeting of the parents held in the meantime.
2. Correspondence.
3. Secretary's Report.
4. Report from the Board of Management.
5. Report from the Principal.
6. Financial Report and Audited Accounts.
7. Notices of motion.
8. Determination on a firm of Chartered Accountants which will audit the accounts of the Committee.
9. Any other business.

# First meeting of the new Committee

##  The Secretary of the outgoing Committee shall convene a meeting of the new Committee before the end of the school year.

## At this meeting the Committee shall select from their number the Chairperson, Vice-Chairperson, Secretary and Treasurer of the Committee.

## Before the end of September of the same year the parents and guardians shall be informed of the Officers and membership of the Committee.

# Additional officers

The Committee may select from its members such other officers as may be decided upon by the Committee from time to time.

# Quorum

Seven (7) members shall form a quorum for all meetings of the Committee.

# Vacancies and a quorum

The proceedings of the Committee shall not be invalidated by any vacancy or vacancies in their number provided that a quorum is present.

# Filling vacancies

Vacancies in the Committee may be filled by co-option after due notice has been given to each member of the Committee prior to the meeting at which the new members are to be co-opted. A vacancy will only occur in a situation where the number of members including the parents' representatives on the Board of Management falls below fifteen (15).

# Frequency of meetings

The Committee shall meet at least twice a school term.

# Notice of meeting

The Secretary shall provide each member of the Committee with notice of the meeting and an agenda at least three days prior to each meeting.

# Attendance of members

If a member of the Committee is absent without adequate reason for a period of time in which three consecutive meetings are held, he/she may be asked to resign from the Committee.

# Demand for a meeting

A specific meeting of the Committee shall be convened at any time on the written requisition of five members of the Committee.

# Deciding questions

At any meeting every question shall be decided by a majority of the members present and voting on the question. Only elected members of the Committee may vote on any question put to the Committee for decision.

# Casting vote

In case of an equality of votes, the Chairperson shall have a second or casting vote.

# Temporary chairperson

If the Chairperson be absent from a meeting the Vice-Chairperson shall preside; if both Chairperson and Vice Chairperson be absent the members present shall appoint a chairperson for that meeting who shall have, for the purposes of that meeting, all the powers of the Chairperson.

# Minutes

## The proceedings of each meeting shall be recorded in a minute book to be kept by the Secretary and the first business of each ordinary meeting shall be the reading, consideration and signing of the minutes of the previous meeting and any special meeting of the Committee which may have been held in the meantime. The minutes of each meeting shall be circulated in a timely manner and at the latest three days in advance of the next meeting.

## Following the Annual General Meeting of the Committee, the Secretary shall forward the minutes of that meeting and of all meetings held during the term of office of the Committee to the Secretary of the incoming Committee.

## An archive of all minutes of meetings of the Parents Committee shall be kept. The Secretary of the Committee shall be responsible for the maintenance of these records.

## Minutes of meetings of the Parents Committee shall be made available to any parent or guardian of a pupil enrolled in the school within a reasonable time from the receipt of a request for same, and in any event not later than the date of the next meeting of the Committee.

# Sub-committees

## The Committee shall have power to set up sub-committees subject to any conditions which shall be determined by the Committee.

## Each sub-committee shall go out of office on the day preceding the first meeting of the new committee.

## The Committee shall have power to dissolve any of its sub-committees at any time.

## The Committee may permit any of its sub-committees to hold and expend funds for the approved purposes of that sub-committee.

## Sub-committees may not hold bank accounts in their own name but as a numbered additional account to the Parents’ Committee account.

## Each sub-committee shall arrange its own meetings and rules of procedure provided that none of these Regulations are contravened.

## Each subcommittee shall hold meetings as necessary and shall report meetings and events to the Parents’ Committee.

## The Chairperson of the Parents’ Committee, or his representative, may attend sub-committee meetings.

# Bank account

## The Parents' Committee shall have a bank account.

## All monies accruing to the Committee shall be lodged in the Committee' bank account.

## A current statement of account shall be placed before every meeting of the Committee.

## The Treasurer of the Committee shall be responsible for the prudent management of the Committee account.

# Expenditure

## It shall be the duty of the Committee to deal prudently with Committee funds. The Committee shall make decisions on expenditure appropriate to its role and will authorise the treasurer to make payments for this purpose.

## Any decision regarding expenditure of Committee funds shall be made by a majority vote of the Committee. The only exception to this shall be an amount agreed by the Committee as a petty cash amount for expenditure by the Treasure to be accounted for at each meeting of the Committee.

## Where major capital expenditure is being undertaken, two or more estimates must be sought.

# Family subscriptions

## The Parents’ Committee may seek a voluntary subscription from each family attending the School to help fund expenditure as agreed by the Parents’ Committee.

## The amount of this voluntary subscription shall be agreed upon at a meeting of the Parents’ Committee.

# Financial Accounts

The annual financial accounts of the Committee shall be subject to audit by the Auditors, who shall be independent of the Committee and appointed in accordance with Regulation No 4 viii) and they shall be placed before the Annual General Meeting.

# Signing cheques

No more than three persons shall be empowered to sign cheques on behalf of the

Committee. These shall be the Treasurer of the Committee, the Chairperson of the Committee and one other member of the Committee who shall be appointed by the members of the Committee. Each cheque must be signed by two of these three.

# Government of the School

The Committee has no function in the direct management of the School.

# Special Meeting

## If anyone wishes to put a proposal to the parents and guardians it shall be brought in the form of a notice of motion or motions signed by at least seven (7) members of the Committee or fifty (50) parents and transmitted to the Secretary who shall convene a Special Meeting.

## The Secretary shall convene a Special Meeting, giving not less than seven days' notice accompanied by the text of the motion or motions, to vote upon the proposal.

## No other matter save the motion or motions shall appear on the agenda.

## The Meeting shall not discuss any other matter save the motion or motions on the agenda or any proposed amendment.

## The Meeting shall not make any decision other than to vote on the motion or motions or amendments thereto.

# Amendments to the Regulations

## Any proposal to alter or amend these Regulations or any part thereof shall be brought in the form of a notice of motion or motions for the Annual General Meeting or in the form of a notice of motion or motions for a Special Meeting as laid down in Regulation (25) above.

## The Committee shall deal with the proposal as a notice of motion or motions for a Special Meeting.

## Should a Special Meeting be convened, no other matter save the motion or motions shall appear on the agenda.

### The meeting shall not discuss any matter other than the motion or motions proposed.

### The meeting shall not make any decision other than to vote on the motion or motions as they shall have been proposed, without any amendment or amendments.

### If the motion is carried by the votes of at least two-thirds of the parents present and voting at the said special meeting it shall be carried into effect and these Regulations shall be amended accordingly.

# Review

The Parents’ Committee shall review these Regulations regularly and shall not allow any period of three (3) years to pass without such review.

# Regulations in force

These Regulations shall come into effect on the day of the Annual General Meeting or Special Meeting convened before the end of the 2011/2012 school year and shall remain in force until altered or amended as provided for in Regulation (26) above.

*End*