

**Parents' Association, Scoil Lorcáin,  
Baile na Manach, Contae Bhaile Átha Cliath  
National School - Roll Number 18451**

**Constitution**

**Under the Education Act, 1998, all parents of the school's students are members of the Parents' Association.**

**The Parents' Association has two objectives, set out in the Education Act, 1998 (Section 26(2)(a) and (b))**

**A parents' association shall promote the interests of the students in a school in co-operation with the board, Principal, teachers and students of a school and for that purpose may -**

**(a) advise the Principal or the board on any matter relating to the school and the principal or board, as the case may be, shall have regard to any such advice, and**

**(b) adopt a programme of activities which will promote the involvement of parents, in consultation with the Principal, in the operation of the school.**

**In the distinctive context of Scoil Lorcáin, we the members of its Parents' Association:**

**Gratefully remember that parents were the founders of Scoil Lorcáin in 1952; Have regard to the vision held by the school's founding Committee and by the generations of parents whose perseverance ensured the provision of Irish-medium education for their children;**

**Take into account that it is our own responsibility to preserve, develop and nurture those objectives, not only on behalf of our own children, but on behalf of the generations to come;**

**Note, subject to the Education Act, 1998, that parents are partners in their children's education;**

**Support the school's mission, ethos and policies as set out for the benefit of our children and the whole school community;**

**Remember that the School's Irish Language Policy, to which each parent agrees in writing before their child starts in the school, obligates the school's parents to give particular support to that Policy;**

**Take into account that 'the life of a language is to speak it' and that we have an ongoing obligation to nurture our Gaelic culture and to facilitate the use of the language in the school and outside of the school so that it shall be safe and visible in the future;**

**we hereby undertake the following Regulations as to the Composition and Procedure of the Parents' Committee.**

## Regulations<sup>1</sup>

### **Size and Membership of the Committee:**

1. Fourteen (14) elected members shall be on the Committee; any elected member on the Committee for one whole year must stand down and be re-elected at the Annual General Meeting.
- 1.1. The parents may<sup>2</sup> elect whatever number necessary to bring the Committee composition to sixteen (16) members to be elected at the Annual General Meeting, ensuring its composition as follows:
  - 1.1.1. Six (6) officers i.e. (i) Chairperson; (ii) Deputy Chairperson; (iii) Secretary; (iv) Deputy Secretary; (v) Treasurer; and, (vi) Deputy Treasurer.
  - 1.1.2. A representative for each of the eight (8) school years, i.e (i) Junior Infants; (ii) Senior Infants; (iii) First Class (iv) Second Class; (v) Third Class; (vi) Fourth Class; (vii) Fifth Class; and, (viii) Sixth Class.
- 1.2. Elected members may co-opt additional members of no more than two (2) above the fourteen (14) elected members, and these additional members, along with all other co-opted members, must stand down from the Committee upon the next Annual General Meeting following their co-option.
- 1.3. The Principal shall be an *ex officio* member of the Committee with no voting rights.
- 1.4. The two designated parents on the Board of Management shall be *ex officio* members of the Committee and shall have voting rights on Committee decisions.
- 1.5. No member shall be an officer in the same role for longer than three years on the Committee.

### **2. Annual General Meeting**

- 2.1. The Annual General Meeting of the Parents' and Guardians' Committee shall be convened in May of that school-year.
- 2.2. At least three weeks' (21 days) notice of the Annual General Meeting shall be given to parents.
- 2.3. Accidental non-receipt of notice of the annual general meeting by any parent or guardian shall not invalidate the meeting.
- 2.4. 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:
  - (i) The members of the Board of Management;
  - (ii) The Trustees of the School;
  - (iii) Any other person whom the Committee may formally propose to invite.
- 2.5. The Chairperson of the Committee shall chair the Annual General Meeting or any Special General meeting of the parents/guardians. In the absence of the Chairperson, the Deputy Chairperson shall function as Chair; in the absence of both the Chairperson and the Deputy Chairperson, members of the Committee who are present shall appoint one of their number as Chair.

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<sup>1</sup> For the purposes of these Regulations, electronic media shall be accepted for the requirement that 1 any notices, etc. be in writing.

<sup>2</sup> References in these regulations to parents shall include guardians.

- 2.6. Only parents/guardians of School pupils shall be entitled to vote.
- 2.7. 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 days (7) prior to the date set for the meeting.
- 2.8. Each member of the Parents' Association shall be informed of Committee role vacancies concurrently with notice of the Annual General Meeting three weeks in advance (21 days).

### **3. Nomination and election to the Committee**

The election of members of the Committee shall be subject to the following conditions:

- 3.1. Only parents and guardians of pupils enrolled in the School at the date of the poll and for not less than four weeks immediately preceding that date shall be entitled to nominate (themselves or another) or second candidates for or to vote at the election.
- 3.2. Candidates shall be nominated and seconded in writing and each candidate shall countersign their nomination form.
- 3.3. Nominations shall be sent so as to be received by the Secretary at least a fortnight (14 days) prior to the day of the Annual General Meeting.
- 3.4. Three scrutineers who shall not themselves be candidates for election shall be appointed to conduct the election.
- 3.5. Ballot papers shall be issued at and collected at the Annual General Meeting.
- 3.6. Voting shall be on the system of the simple non-transferable vote.
- 3.7. In the case of the election of Year Representatives, only parents from that year shall be entitled to cast a vote for that candidate.
- 3.8. In the case of all other candidates, any member of the Parents' Association may vote for them.
- 3.9. In the case of electing a Year Representative for Junior Infants starting in September of that year, only parents of that year shall cast a vote or co-opt a parent at the Information and Social Night at the end of September.
- 3.10. To assume the post of officer, the applicant must have spent one year on the Committee, as far as is practicable.
- 3.11. Votes shall be counted in public. Ballot papers shall be kept for one year and shall then be destroyed.
- 3.12. If all places for Year Representatives are not filled at the Annual General Meeting, the newly-elected Committee may do so before the end of September of the new school-year.
- 3.13. 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.

3.14. The Chairperson and Secretary shall be in a position to run the Committee's business through Irish. This requirement includes the Deputy Chairperson and the Deputy Secretary.

#### **4. Agenda of the Annual General Meeting**

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

- i. Welcome;
- ii. Minutes of previous Annual General Meeting and minutes of any Special Meeting of the parents held in the meantime;
- iii. Chairperson's Report;
- iv. Treasurer's Report;
- v. Principal's & Board of Management's Reports
- vii. Report from the National Parents Council Representative (when we are members);
- viii. Correspondence;
- ix. Appointment of Scrutineers;
- x. Election of Committee members;
- xi. Determination on an Accountant who shall audit the accounts of the Committee;
- xii. Any other business.

#### **5. First Meeting of New Committee**

5.1. Before the start of October of the same year the parents and guardians shall be informed of the Officers and membership of the Committee.

5.2. Meetings shall be held in Irish, but in the case of parents on the Committee without fluency, it is recommended that a summary in English be provided so that they can participate.

#### **6. Additional Officers**

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

#### **7. Quorum**

Nine (9) elected members shall form a quorum for all meetings of the Committee.

#### **8. Vacancies and Quorum**

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

#### **9. Frequency of Meetings**

The Committee shall meet twice per school term at least.

#### **10. Notice of Meeting**

The Secretary shall provide each member of the Committee with notice of the meeting and its agenda at least seven (7) days before each meeting.

### **11. Attendance of Members**

If a member of the Committee is absent for a period of time in which three consecutive regular meetings are held, such member shall be deemed to have resigned their membership. The Committee may co-opt the person again.

### **12. Demand for a Meeting**

A specific meeting of the Committee shall be convened at any time on the written requisition of five (5) members of the Committee.

### **13. Deciding Questions**

At each meeting, each question shall be decided by vote or by agreement.

### **14. Casting Vote**

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

### **15. Temporary Chairperson**

If the Chairperson is absent from a meeting the Deputy Chairperson shall preside; if both Chairperson and Deputy Chairperson are 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.

### **16. Minutes**

16.1. Minutes shall be taken in Irish at the meeting. A summary in English is recommended. 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 seven (7) days in advance of the next meeting.

16.2. 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.

16.3. 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.

16.4. 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.

### **17. Sub-committees**

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

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

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

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

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

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

17.7. Each subcommittee shall hold meetings as necessary and shall report meetings and events to the Parents' Committee.

17.8. The Chairperson of the Parents' Committee, or his/her representative, may attend sub-committee meetings.

## **18. Bank accounts**

18.1. The Parents' Committee shall have bank accounts.

18.2. All monies accruing to the Committee shall be lodged in the Committee's bank accounts.

18.3. A current statement of accounts shall be placed before every meeting of the Committee.

18.4. The Treasurer of the Committee shall be responsible for the prudent management of the Committee accounts.

18.5. These regulations are subject to the Financial Guidelines of the Financial Support Services Unit (FSSU) in place from time to time.

## **19. Expenditure**

19.1. 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 shall authorise the treasurer to make payments for this purpose.

19.2. 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.

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

19.4. These regulations are subject to the Financial Guidelines of the Financial Support Services Unit (FSSU) in place from time to time.

## **20. Family Subscriptions**

- 20.1. The Parents' Committee may seek a voluntary subscription from families attending the School to help fund expenditure as agreed by the Parents' Committee.
- 20.2. The amount of this voluntary subscription shall be agreed upon at a meeting of the Parents' Committee in the new school-year.
- 20.3. These regulations are subject to the Financial Guidelines of the Financial Support Services Unit (FSSU) in place from time to time.

## **21. Financial Accounts**

The annual financial accounts of the Committee shall be subject to audit by the Auditors, who shall be independent of the Committee. They shall be placed before the Annual General Meeting.

## **22. Signing of Cheques**

No more than three persons shall be allowed 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.

## **23. Special Meeting**

- 23.1. 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 guardians: the notice of motion shall be transmitted to the Secretary who shall be obligated to convene a Special Meeting.
- 23.2. The Secretary shall convene a Special Meeting of parents and guardians, giving not less than seven (7) days' notice accompanied by the text of the motion or motions, to each of these persons, to vote upon the proposal.
- 23.3. No other matter save the motion or motions shall appear on the agenda.
- 23.4. The Meeting shall not discuss any other matter save the motion or motions on the agenda or any proposed amendment.
- 23.5. The Meeting shall not make any decision other than to vote on the motion or motions or amendments thereto.

## **24. Amendments to the Regulations**

- 24.1. 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 (23) above.
- 24.2. The Committee shall deal with the proposal as a notice of motion or motions for a Special Meeting.
- 24.3. Should a Special Meeting be convened, no other matter save the motion or motions shall appear on the agenda.
- 24.4. The meeting shall not discuss any matter other than the motion or motions proposed.

24.5. 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.

24.6. 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.

**25. Text**

In the case of incongruence between the Irish text and the English text of the Constitution (or in case of obvious difficulties between the two texts), the Irish text shall take precedence.

**26. Review**

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

**27. 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 2018 school year and shall remain in force until altered or amended as provided for in Regulation 24 above.

Date: 30 April 2018, as amended on 14 May 2025