

The Constitution of the Parent Council of
“Holy Family Community School”

- **NAME:**
 - The name of the Association/Council shall be “HFCS Parent Council”

- **OBJECTIVES:**
 - The Objectives of the Association/Council shall be:
 - The advancement of the moral, mental, social and cultural wellbeing of the students of the Holy Family Community School.
 - The fostering of good relations between parents, teachers, students and the school authorities.
 - The election of parents’ nominees to the Board of Management.

- **MEMBERSHIP:**
 - All parents or legal guardians of students attending the school shall be automatic members of the Association/Council

- **AFFILIATIONS:**
 - This Council is affiliated to National Parents Council Post Primary

- **GENERAL MEETINGS:**
 - The Annual General meeting shall be held during October of each year.
 - The executive committee shall call extraordinary General Meetings when the executive committee deems it desirable or when a written request to call an Extraordinary General Meeting is received by the Executive Committee, signed by at least 10 parents.
 - Public Notice shall be given fourteen days in advance of a General Meeting.
 - General Meetings shall be chaired by the Chair Person, or in the absence of the Chair Person by the Vice Chair Person. Otherwise the Executive Committee shall elect one of its members to chair the meeting.

- **PARENT COUNCIL COMMITTEE:**
 - An Parent Council Committee shall administer the affairs of the Council from the members of the Council.
 - The Committee shall consist of Officers and Members
 - All Members can be put forward for election as an Officer
 - The Officers shall be elected each year at the Annual General Meeting.
 - Officer are requested that if they wish to stand down after an academic year is completed, that they do not do so until the AGM of the following year & new officers are elected
 - The Parents’ nominees to the School Board of Management shall be ex officio members of the committee

- The committee shall appoint from among its elected members the officers of the Council: Chair Person, Vice-Chair Person, Secretary, Vice Secretary, Treasurer & Vice Treasurer.
 - The PC committee shall have power to co-opt members to fill any vacancies which occur on the committee.
 - The PC Committee shall meet each month from September to May (inclusive) and on such other occasions as it is deemed necessary by the PC Committee.
 - The PC Committee may invite to General meetings or to committee meetings such persons as the Committee decides
 - Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.
 - The PC Committee shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Council and shall report to the PC Committee
- **FINANCE:**
 - The Parent Council will finance activities of the Parent Council through fundraising
 - A Treasurer will be appointed from among the committee member and will be responsible for keeping account of the income & expenditure of the Parent Council Finances
 - The Treasurer will give a statement of income and expenditure at each committee meeting
 - A written statement of income & expenditure will be given at the AGM and a copy forwarded to the Board of Management for their information
 - The Parent Council will keep a bank account in its name.
 - When fundraising is completed. EFT transfer will be completed to the school to the value of the amount raised.
- **FUNDRAISING:**
 - Fundraising for the school by the Parent Council will be done with the prior agreement of the Deputy Principal.
 - The Parent Council will agree with the Deputy Principal as to the specific purpose for which the funds are to be raised by the Parent Council.
 - All fundraising activities will clearly state the purpose of the fundraising and “end result” may be shared on HFCS Social Media as well as on the School’s own Social Media.
- **ELECTION OF PARENTS’ REPRESENTATIVES TO THE BOARD OF MANAGEMENT:**
 - In accordance with the rules governing nomination of Parents’ Representatives to the School Board of Management, the Council shall conduct an election to nominate the Parents’ Representatives to the Board of Management
 - Notice of election shall be given to all parents one month in advance of the date of the election.
 - Nominations of Candidates shall be submitted to the PC Committee at a Special General Meeting of the Council.
- **OFFICIAL STATEMENTS AND REPRESENTATIONS:**
 - No member of the Association/Council other than the President or member nominated either by the President or by the Executive Committee shall make any official or public statement or representation on behalf of the Association/Council.

- **LIAISON WITH SCHOOL AUTHORITIES:**

- Liaison with School shall normally be maintained through correspondence by the Chair Person &/or Secretary, or by deputation nominated by the Chair Person, with the Deputy / Principal or the school and/or his nominees. The PC committee may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.
- The Council 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 pupil and/or his parents and the School Authorities. The Council also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.
- The PC Committee shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

- **WINDING UP:**

- Winding up of the Council shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the winding up of the Council any assets on hand shall be presented to the Board of Management for school purposes

- **AMENDMENTS:**

- This Constitution may be amended from time to time at a General Meeting of the Association/Council. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.