



All-inclusive Parents' Association

Scoil Nano Nagle

Bawnogue, Clondalkin, Dublin 22.

Name

This organisation shall be known as the "All-inclusive Parents' Association"

Aim

To create a friendly, welcoming environment in the school community.

Membership Eligibility

Anyone involved with the caring and rearing of a child in the school is a member of the association.

Structure of Association

- A committee from the membership body who are willing to organise together to foster the aims of the association
- Officers of the committee shall be made up of
 - Chairperson
 - Vice-chairperson
 - Secretary
 - Vice Secretary
 - Treasurer
 - Vice-treasurer
 - Representative from the teaching body of the school

Roles of Committee officers

- Chairperson shall chair and call each committee meeting
- Vice-chairperson shall deputise for the chairperson if he/she is unavailable
- Secretary shall be responsible for correspondence or other communication to the association
- Vice-secretary shall deputise for the secretary
- Treasurer shall be responsible for the post office account and ensure that money is accounted for
- Vice-treasurer shall work with the treasurer.
- Representative from the teaching body shall normally be the Home/School/Community Liaison Co-ordinator. It is his/her responsibility to support the work of the association by providing any necessary secretarial backup and accommodation that the association needs to carry out its work.

Entry to Committee/Officership of the Association

- o An A.G.M. shall be held every year.
- o Each candidate for officership shall be nominated and seconded. In the event of there being more than one nomination there shall be an election on the first past the post basis.
- o Any member wishing to be a member of the committee shall be given a place.

Conducting meeting

- o Meetings should be held on a monthly basis where practicable.
- o Committee members should receive notice of meetings together with the written minutes of the last meeting
- o There shall be a written agenda for each meeting
- o The minutes will record all decisions made
- o There will be an update on the finances at each meeting

Quorum

- o There shall be quorum of 5 members at a committee meeting for decisions to be valid.
- o In the event that there is no quorum the members present may call another meeting informing all other committee members and the quorum will not apply to that meeting.

Finance

- o All money collected by the association for the school remains the property of the school.
- o The committee may draw on funds for legitimate expenses related to the running of the association.
- o An account of finances shall be given at every A.G.M.
- o Receipts shall be produced for all expenses.
- o There shall be three signatories for the association account i.e. treasurer, vice-treasurer and one other from the committee.

Sub-committees

- o If subcommittees are formed, they shall communicate and work with the general committee.

Transition of Parents from Scoil Nano Nagle to Scoil Talbot

- o When an association member's last child has gone from 2nd class in Scoil Nano Nagle to 3rd class in Scoil Talbot they may continue to attend committee meetings until the end of the first school term in December.
- o However they must relinquish any officership they hold at the A.G.M. and will have no voting rights at meetings. They shall attend in an advisory capacity to assist and advise the new committee in its work.