

CONSTITUTION OF ST. COLMCILLE'S COMMUNITY SCHOOL PARENTS' ASSOCIATION

1 NAME

The name of the Association will be St. Colmcille's Community School Parents' Association.

2 OBJECTIVES

The objectives of the Association shall be:

- a) The advancement of the moral, mental, social and cultural well being of the students of the school and of the community generally.
- b) The fostering of good relations between the parents, teachers, students and the school authorities.
- c) The election of parents' nominees to the Board of Management.

3 MEMBERSHIP

All parents or legal guardians of students attending the school shall be automatic members of the Association.

4 AFFILIATIONS

The Association is affiliated to the Parents Associations of Community and Comprehensive Schools (PACCS).

5 GENERAL MEETINGS

- a) The Annual General Meeting shall be held during the first term of each school year.
- b) Extraordinary General Meetings shall be called by the Executive Committee ("Committee") when the Committee deems it desirable or when a written request to call an Extraordinary General Meeting is received by the Committee, signed by at least 50 parents.
- c) Public notice shall be given fourteen days in advance of a General Meeting.
- d) General Meetings shall be chaired by the Chairperson, or in the absence of the Chairperson, by the Vice- Chairperson. Otherwise the Committee shall elect one of its members to chair the meeting.
- e) The quorum for a General Meeting shall be 50 parents/guardians.

6 EXECUTIVE COMMITTEE

- a) The affairs of the Association shall be administered by an Executive Committee ("Committee") drawn from the members of the Association.
- b) The Committee shall consist of at least twelve and no more than fifteen members who shall be elected at the Annual General Meeting by a show of hands.
- c) Any person being elected as a Committee member of the Parents Association at an Annual General Meeting shall be elected for a maximum term of three years or until they are no longer a member of the Association.
- d) For the purpose of this Constitution a year of service shall be reckoned from the end of the Annual General Meeting in one year until the end of the Annual General Meeting in the next year.
- e) At each Annual General Meeting any Committee member who has served their term of office shall retire.
- f) Any Committee member retiring for any reason shall be eligible for immediate re-election except where they have served two continuous terms of office.
- g) A person may not serve a continuous term on the Committee of more than six years but may become an honorary member for a period of one year if their experience is deemed necessary by the Committee members.
- h) The Committee shall appoint from among its elected members the officers of the Association: Chairperson, Vice Chairperson, Hon. Secretary, Hon. Treasurer.
- i) The Committee shall meet each month from September to May inclusively and on such other occasions as it is deemed necessary by the Committee. The quorum for such meetings shall be 50% of the members of the Committee.
- j) The Committee may invite to General Meetings or to Committee meetings such persons as the Committee decides.

- k) Minutes of all meetings shall be kept by the Hon. Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.
- l) The Committee shall have power to appoint sub-committees to assist it. Sub-committees may consist of members and non-members of the Association and shall report to the Committee.

7 ELECTION OF PARENTS' REPRESENTATIVES TO THE BOARD OF MANAGEMENT

- a) In accordance with rules governing nomination of Parents' Representatives to the School Board of Management, the Association shall conduct an election to nominate the Parents' Representatives to the Board of Management.
- b) The Parents Nominees to the School Board of Management shall be current members of the Association.
- c) Notice of election shall be given to all **members of the Association** one month in advance of the date of election.
- d) Nominations of candidates shall be submitted to the Hon Secretary seven days prior to the General Meeting at which the election is being held.

8 AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution must be made in writing prior to the Annual General Meeting and only members present will be able to carry such amendments.

9 FINANCES

- a) The Association shall be financed by an Annual Subscription. The amount of subscription and method of payment shall be decided from time to time at a General Meeting on the advice of the Committee.
- b) The financial affairs of the Association shall be verified annually as true and fair by a suitably qualified individual independent of the Hon. Treasurer and Committee.
- c) The Committee shall present a report of its activities during the preceeding year, including a financial statement to the Annual General Meeting.

10 OFFICIAL STATEMENTS AND REPRESENTATIONS

No member of the Association other than the Chairperson or member nominated either by the Chairperson or by the Committee, shall make any official or public statement or representation on behalf of the Association.

11 LIAISON WITH SCHOOL AUTHORITIES

- a) Liaison with school shall normally be maintained through correspondence by the Hon. Secretary or by deputation nominated by the Chairperson or Committee with the Principal of the school and or his/her nominees.
- b) The Committee may, however, should it consider it desirable and appropriate, correspond in writing or seek a meeting with the Board of Management.
- c) The Association in discharging its functions recognises that the examination and resolution of problems relating to individual pupils or parents will be for determination between the individual pupil and or their parents and the school authorities.
- d) The Association also recognises that matters concerning the school curriculum and its implementation are the function of the school authorities.

12 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 a winding up of the Association any assets on hand shall be presented to the Board of Management for school purposes.

September 2010