

Kildare and Wicklow Education and Training Board Bord Oideachais agus Oiliúna Chill Dhara agus Chill Mhantáin

Coláiste Chill Mhantáin Parents' Association



Constitution

1. Membership

All Parents of children attending the School are automatically members of the Association. In this document the term **Parent** is used as defined in The Education Act 1998; **Appendix 1**ⁱ.

2. Name

The Association shall be named **Coláiste Chill Mhantáin Parents' Association**.

3. Objectives

- 3.1 To **promote and foster co-operation** between Parents, Teachers and School Management;
- 3.2 To **promote the Educational and General Welfare of the Students** in the School;
- 3.3 To act in an **advisory and consultative** capacity in relation to the School and its policies;
- 3.4 To **encourage Parental Participation** in the Promotion and Development of Extra-Curricular Activities in the School;
- 3.5 To **organise and promote Talks, Seminars and Open Days** for Students and Parents;
- 3.6 To **keep Parents advised as to their rights** in relation to Representation on the Board of Management;
- 3.7 To **advise the Parents' Representatives on the Board of Management of the views and opinions of the Parents** and to offer such other advice as the Association sees fit;
- 3.8 To **promote the Aims and Objectives** of the School;
- 3.9 To **represent the views and opinions of Parents on the National Parents' Council** through the County Wicklow Branch of the NPCpp (National Parents' Council – post primary);
- 3.10 To **establish a Parents' Council**.

4. Structures

- 4.1 The affairs of the Association shall be conducted by a Council consisting of at least one of the elected Parents' Representatives on the Board of Management plus a minimum of ten additional members elected by Parents. Every year interested parents of students attending the school will be able to apply for a seat on the Council by attending the AGM, or tendering an apology in advance but indicating their interest in taking a seat.

4.2 Representation shall be on, but not restricted to, an area basis as set out below. Each area shall have at least one representative:

Wicklow Town	Ashford/Glenealy/Roundwood
Brittas Bay/Barrindarrig/Kilbride/Redcross	Rathnew

4.3 The following (or their appointed representatives) shall be **ex-officio** members of the Council:

Principal	Teachers' Representative
Deputy Principal	Home School Liaison Officer

4.5 The term of office for members of the **Parent Council Executive Committee** shall be at least 2, but no more than 3 years.

4.6 Election to the Council shall be by way of **Application and Election/Appointment** by all members of the Association. In order to apply to serve on the Council a Parent **must attend** the AGM or **tender an Apology** in advance confirming intention to apply for a seat;

4.7 Membership on the Council is restricted to a **maximum 10% representation** of the **total Student Body** of the School;

4.8 Where an **Election to the Council** is required it shall be overseen by the **School Principal** and the **Chairperson** of the Council;

4.9 Where representation for an area is not taken up, the Council may co-opt representatives from said area from Association Members who have not been nominated, but who are willing to serve;

4.10 The Council may, at its discretion, co-opt members outside of the Application/Election Process, not exceeding the maximum Membership restriction;

4.11 A Member must resign on ceasing to be a Parent in the School but may be co-opted to remain as a member of the Council until the end of its term of office;

4.12 A member who misses **three consecutive** Council Meetings without just reason shall be deemed to be an ineffective member and shall be replaced.

5. Parents' Council Meetings

5.1 The Council shall meet at least once each Term with TWO Meetings taking place in the First Term;

5.2 At the first Meeting after the AGM a Chairperson, Vice-Chairperson, Secretary, Treasurer and PRO and any other Officers deemed necessary for the organisation of the Associations' affairs shall be elected from among the Members who are in attendance;

5.3 The **Elected Officers** shall be known collectively as the **Executive Committee**;

5.4 The **Chairperson shall preside at all meetings** of the Council and General Meetings of Parents. At any Meeting s/he shall, in the event of equality of voting, have a **second or casting vote**;

5.5 The **Secretary** shall give proper notice of all meetings of the Council and shall prepare and maintain **Minutes** of all Meetings thereof;

5.6 The **Treasurer** shall have custody of all Funds and maintain full and complete Records of all Income and Expense on behalf of the Association. S/he shall present a brief Report of Income and Expense to each meeting of the Association. S/he shall prepare Annual Detailed Statements of the financial affairs of the Association and circulate same to Parents within three months of the Year End to which it refers. All accounts for payment must first be approved by the Council at its ordinary meetings. The financial year shall be from 01 September to 31 August;

- 5.7 The **Agenda** for Meetings shall be prepared by the **Secretary** in consultation with the **Chairperson** and shall include:
- (a) Reading and adopting of Minutes
 - (b) Matters Arising
 - (c) Correspondence
 - (d) Treasurer's Report
 - (e) Any other relevant matters
- 5.8 The **Minutes** of Meetings of the Council shall be recorded by the Secretary and **shall be signed at the next meeting by the Chairperson or other Presiding Member and by the Secretary** and shall contain the following:
- (a) Date and place of Meeting
 - (b) The names of Members present
 - (c) The name of the Presiding Member
 - (d) A short statement on all matters discussed, resolutions proposed and decisions made
- 5.9 The Chairperson, or in his/her absence, the Secretary, may call a **Special Meeting of the Council** and shall do so upon the **written request of any four members**;
- 5.10 The Council shall be regarded as dissolved if no meeting is held over a period of 12 months;
- 5.11 Council Resolutions shall be passed by simple majority of those Members present and entitled to vote. The Chairperson will have the casting vote;
- 5.12 The quorum for all meetings where items are to be voted on shall be **33%** of the full membership of the Parents' Council and must include **at least two Executive Officers**;
- 5.13 Ordinarily, Members shall be given seven days' notice of meetings. Where possible an Agenda for the Meeting and the Minutes of the last meeting should accompany this Notice;
- 5.14 The Secretary, at the request of the Chairperson shall call meetings of the Council. The Council may invite to attend its Meetings such persons as it wishes;
- 5.15 Should a Member of the Council be declared, by three quarters majority of the Council, to be guilty of conduct which is prejudicial to the interests of the Association and/or the School, or to be incapable of discharging his/her duty as a Member of the Council, s/he may be discharged from the Council;
- 5.16 The first Meeting of the new Council will take place as soon as possible after the AGM. To ensure a smooth transition, this meeting should be attended by the newly elected Council Members and the outgoing Officers.

6. Council Sub-Committees

The Council may form Sub-committees. Such Sub-committees may, at the discretion of the Council, include persons other than a Parent. Decisions of the Sub-committee shall be submitted to the Council for approval.

7. General Meetings of Parents' Association

An **Annual General Meeting** of the Association shall be held **before the end of October** each School Year and Notice will be given to all Parents of the children enrolled in the School. Following the AGM, a report shall be issued to the General Body of Parents.

Extraordinary General Meetings will be called at the discretion of the Council or when they receive a written request from **25% or more** of the Members of the Association.

General Meetings will be chaired by the **Chairperson of the Parents' Council**.

8. Annual Reports

The **Secretary and the Treasurer** will submit **Written Annual Reports** for consideration by Members attending the AGM.

The **Financial Accounts of the Council** must be presented to the **Board of Management** each year **after the AGM** of the Association.

9. Finance

9.1 Department of Education Policy requires all Education and Training Board (ETB) School's funds, including Parents' Association funds, to be held and managed on an ETB level. Invoices will be paid on behalf of the Association and shall be requisitioned per authorised invoice by any two of the following:

Treasurer and one other member of the Executive Committee;

9.2 The use of funds in excess of €100.00 may only be decided in consultation with the Chairperson/Vice-Chairperson, Secretary, and Treasurer;

9.3 In the event of the Council disbanding or ceasing to function, all Funds shall automatically revert to a Fund to be managed by the Principal, Deputy Principal, and Chairperson of the Board of Management.

10. Parameters of Association and Council

The Association/Council, in discharging its functions, shall recognise that the investigation and resolution of issues relating to individual Students, Parents, or Staff shall be for determination by way of agreed protocol, i.e. between the Parties Concerned and the School Management.

The Association/Council shall not concern itself with the day-to-day running or management of the School.

11. Affiliation

Coláiste Chill Mhantáin Parent's Association shall affiliate to the National Parents' Association for Education and Training Board Schools each year.

12. Changes to Constitution

12.1 Articles of the Association may be changed at Annual General Meetings and such rules shall not be changed subsequently except at a **General Meeting**;

12.2 Changes to Articles of the Association shall **require a two thirds' majority of those present and entitled to vote at the Meeting**.

Second Amendment: 09th October 2014

ⁱ Appendix 1

The term "Parent" includes a Foster Parent, a Guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other Person acting *in loco Parentis* who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside of the State, means the adopter or adopters or the surviving adopter.