

CLONFERT COLLEGE

Parents' Association Constitution

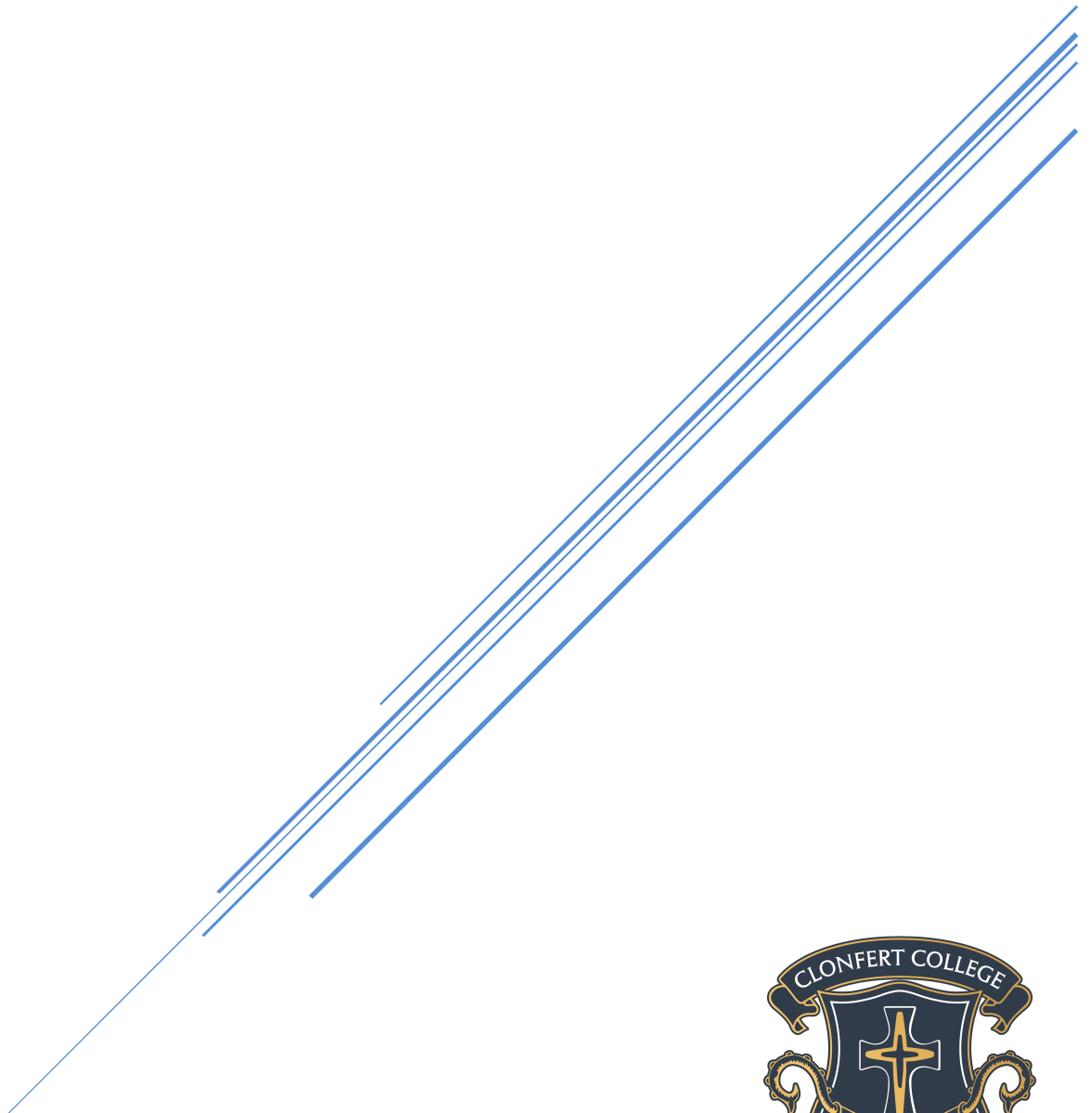


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Name

The name of the Association shall be the Clonfert College Parents' Association, hereafter referred to as the Association.

Aims & Objectives

- To support the aims, ethos and strategic direction of Clonfert College.
- To provide a forum for communication between parents/guardians, school leadership and staff.
- To promote the wellbeing, educational development and interests of all students.
- To encourage constructive parental involvement.
- To foster positive relations between parents, teachers, students, and the wider community.
- To nominate parent representatives to the Board of Management.
- To represent parents' views, while not intervening in individual pupil, staff or administrative matters.

Membership

All parents and legal guardians of students enrolled in Clonfert College are automatic members of the Association. Membership ceases when the parent/guardian no longer has a child enrolled.

Executive Committee

The business of the Association shall be conducted by an Executive Committee.

Composition:

- Minimum of 6 elected parents/guardians.
- The Principal and/ or a representative of the Principal.

Term of Office:

- Two-year term, renewable once consecutively.
- Members missing three consecutive meetings without good reason shall be deemed to have resigned.

Officers:

- Chairperson, Vice-Chairperson, Secretary, Treasurer (elected annually; max 3 years in any role).

Meetings:

- At least one per term.
- Quorum: 50% of committee membership.
- Simple majority decision-making; Chairperson has casting vote.
- Minutes recorded and approved at next meeting.

Sub-Committees:

May be established for specific tasks; may include non-committee parents.

Annual General Meeting (AGM)

Held before the end of October each year.

Minimum three weeks' notice required.

Quorum: 10 parents/guardians.

Includes annual activity report, financial report, elections.

Extraordinary General Meetings (EGM)

Called by Committee or on written request of at least 40 parents and/or the Board of Management.

Convened within 30 days.

Quorum: 50 parents/guardians.

Election of Parent Nominees to the Board of Management

Notice issued one month in advance.

If more than required nominees, election held on basis of one vote per household.

Nominees serve a three-year term.

In order to ensure gender balance, a male and a female nominee should be selected.

Finances

The Parents' Association shall manage its finances in a transparent, responsible and accountable manner. All funds raised or received by the Association will be lodged in the official Clonfert College school bank account, where they will be held on behalf of the Association. These funds will be made available to the Parents' Association on request, in accordance with agreed procedures and with the approval of the Principal. The Treasurer will maintain accurate financial records, prepare an annual statement of accounts, and present this report to the Annual General Meeting. All expenditure must be authorised by the Committee, and all payments will require the signatures of two approved signatories. The Association will seek to ensure good value for money, maintain an appropriate financial reserve, and operate in full compliance with the financial oversight requirements of the Board of Management.

Communication & Representation

Only the Chairperson or nominated officer may issue official statements.

Liaison typically through the Chairperson or Secretary.

Limits of Authority

The Association shall not become involved in:

Individual pupil or parental complaints.

Staff issues.

Curriculum, discipline or internal administration.

Amendments to the Constitution

Require simple majority at AGM.

Constitution reviewed every five years.

Winding Up

Only valid at a General Meeting convened for that purpose.

Assets transfer to Clonfert College Board of Management for school purposes.

The Board of Management and/or Patron of Clonfert College has the right to dissolve the Parents' Association.