

COLÁISTE CHRAOBH ABHANN

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 as defined in The Education Act 1998. (See Appendix 1)

2. **Name**

The Association shall be named 'Coláiste Chraobh Abhann Parents' Association'.

3. **Objectives**

Parents are the prime educators of their children. It is they who have the responsibility of ensuring the moral, spiritual, intellectual, physical, social and emotional development of the child.

In view of this belief the Parents' Association advocates the following objectives:

- 3.1 To promote and foster home-school cooperation.
- 3.2 To act in an advisory and consultative capacity in relation to the school and its policies.
- 3.3 To keep Parents advised as to their rights in relation to representation on the Board of Management.
- 3.4 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.
- 3.5 To represent the views and opinions of parents on the National Parents' Council (Co Wicklow branch).
- 3.6 To encourage parents to participate in the promotion, development and financing of extra-curricular activities in the school.
- 3.7 To establish a Parents' Council.

4. Parents' Council

- 4.1 The affairs of the Association shall be conducted by a Council.
- 4.2 Nominations for the council will be accepted at the AGM. In the case where a nominee is not present his/her nomination must be submitted to the Secretary in writing on or before the AGM and must contain the nominee's consent and the signature of a proposer.
- 4.3 The conduct of the election of a new council shall be the responsibility of the outgoing council or, in its absence, the Principal
- 4.4 The Council shall consist of a maximum of ten members elected by the parents. In addition the parents' representatives on the Board of Management are entitled to full membership of the Council.
- 4.5 Representation shall be on an area basis as follows. Each area is entitled to at least one representative but should not have more than four.
 - Delgany and Greystones
 - Kilcoole
 - Newcastle
 - Newtownmountkennedy
- 4.6 Where representation for an area is not taken up the Council may co-opt representatives from other areas who have accepted nominations for election to the Council.
- 4.7 The Principal, Deputy Principal and a Staff Representative shall be ex-officio members of the Council. Only two of the above should attend at any one time.
- 4.8 The Council may co-opt members where vacancies arise during the term of office of the Council.
- 4.9 A member must resign on ceasing to be a parent in the school.
- 4.10 The term of office of the Council shall be one year. However, five of the Executive Committee may serve for two years if they so wish. These five members will be decided, by election if necessary, at a Parents' Council meeting. The remaining positions on the Council will be decided at the AGM or subsequently by election.
- 4.11 Elections shall be held in September at the end of the Council's term of office.
- 4.12 The procedure for the election is outlined in Appendix 2.

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 of the Council in each new school year a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and PRO shall be elected from those in attendance. Any other officers deemed necessary shall be elected at the same meeting. These shall be known individually as Executive Officers collectively as the Executive Committee.

- 5.3 Council resolutions shall be passed by simple majority of those members present and voting. The Chairperson will have the casting vote.
- 5.4 The quorum for all meetings shall be 40% and must include at least one Executive Officer.
- 5.5 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.
- 5.6 The Secretary shall keep up to date and accurate minutes of the meetings. Meetings of the Council shall be called by the Secretary at the request of the Chairperson.
- 5.7 The Council may invite to attend its meetings such persons as it wishes.
- 5.8 Any member who misses three consecutive Council meetings without due cause shall be deemed to have resigned and shall be replaced.
- 5.9 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 or the school or to be incapable of discharging his/her duty as a member of the Council, he/she may be discharged from the Council.
- 5.10 The first meeting of the new Council will take place as soon as possible after the AGM. This meeting must be attended, by the newly elected Council members and the outgoing Secretary. The outgoing Council may observe proceedings. It is the duty of the outgoing Secretary to oversee correct procedure is adhered to, in relation to the election of a Chairperson. Thereafter the newly elected Chairperson takes over.

6. **Council Sub-Committees**

- 6.1 Sub-committees may be formed by the Council. Such sub-committees may at the discretion of the Council, include persons other than a parent or a guardian. All decisions taken by a sub-committee must be submitted to and ratified by the Council.

7. **General Meetings of Parents' Association**

- 7.1 The Annual General Meeting of Parents' Association shall be held in the month of September/October each year. Notice will be given to all parents of the children enrolled in the school.
- 7.2 Extraordinary General Meetings will be called at the discretion of the Council or when they receive a written request from ten per cent or more of members.
- 7.3 General meetings will be chaired by the Chairperson of the Parents' Council. Otherwise the Parents' Council shall elect one of its members to chair the meeting.

8. **Annual Reports**

- 8.1 The Secretary and the Treasurer will submit written annual reports for consideration by members attending the AGM.

9. **Finance**
- 9.1 All Bank/Credit Accounts shall be in the name of Coláiste Chraobh Abhann Parents' Association. Cheques or withdrawals drawn on behalf of the Association shall be signed by any two of the following: Chairperson, Secretary, and Treasurer.
- 9.2 The use of funds in excess of €100 may only be decided at a properly convened meeting of the Council at which Chairperson, Secretary and Treasurer are present.
- 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.
- 9.4 The Council shall appoint two external honorary auditors to examine the accounts of the Association on an annual basis.
10. **Parameters of Association and Council**
- The Association and Council shall not concern itself with the investigation or resolution of problems relating to individual pupils, parents or staff. These problems will be for determination between the individual concerned, the school authorities and the Board of Management.
11. **Changes to Constitution**
- 11.1 Articles of the Association may be changed at Annual General Meetings and such rules shall not be changed subsequently except at a General Meeting.
- 11.2 Changes to Articles of the Association shall require a two thirds majority of those present at the meeting.

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.