

Coláiste Dún Iascaigh Parent Association Constitution

1. Name

This body shall be known as the Coláiste Dún Iascaigh Parents' Association (the Association).

2. Membership

All parents or legal guardians of students enrolled in the school shall automatically be members of the Association.

3. Affiliation

This Association is affiliated to the Parents Associations of Education & Training Boards Ireland (ETBI).

4. Objectives

1. Promoting the educational and general welfare and social interests of the pupils of the school
2. Helping the pupils and staff of the school in any way it can.
3. Supporting the right of parents to consultation and information on educational policy and current educational trends.
4. To act as a conduit between the parents and the school.
5. Acting as an advisory body, representing the views of parents on school policies and activities.
6. Providing opportunities for discussion, information and consultation about matters of common or topical interest to parents, teachers and pupils of the school
7. Informing and consulting parents about the Association's plans and activities.
8. To be available to all bodies both national and local, statutory and voluntary in an advisory and complementary manner.

The committee shall not directly concern itself with fundraising activities, unless that fundraising is secondary to a project enhancing facilities, equipment or services offered by the school for the benefit of the students, teachers, or management. Such fundraising activities shall be organised by separate committees of parents, at least two of whom shall be committee members.

5. Annual General Meeting

- 1) The Annual General Meeting shall be held early in the first term each year.
- 2) Two weeks' notice of time, date and venue of the Annual General Meeting shall be given to all parents or guardians of a child in the school.
- 3) An Executive Committee shall be elected at the Annual General Meeting in accordance with the terms of this Constitution.
- 4) The Executive Committee shall be made up of the following;

Chairperson	Elected Annually
Vice Chairperson	Elected Annually (Optional)

Secretary	Elected Annually
Assistant Secretary	Elected Annually (Optional)

Treasurer	Elected Annually
Assistant Treasurer	Elected Annually (Optional)

(See Appendix A for Roles of Officers)

- 5) Each executive member will be elected for one year. At the AGM all committee members step down, but they can be re-elected as long as they continue to be eligible to serve, that is, as long as they continue to be a parent or guardian of a child in the school.
 - 6) No member of the committee will hold the same officer position for more than three consecutive years.
 - 7) Candidates must be proposed and seconded by members present at the AGM.
 - 8) Elections shall be by a show of hands or as maybe decided by the members.
 - 9) In the event of a vacancy occurring in the Executive Committee between elections it shall be filled by co-option by the other members.
- 10) The business of the AGM shall include:
- Welcome
 - Minutes of the last AGM
 - Chairperson's report
 - Secretary's report
 - Financial report
 - Principal's report
 - Election of new Parents' Association committee
 - Close of meeting
- 11) The Principal/Deputy Principal shall be invited to attend the AGM but shall not be entitled to vote.

6. General Meetings

1. The quorum for general meetings shall be at least 5 members, including a minimum of one officer.
2. General meetings shall be chaired by the chair. In the absence of the chair, the committee shall elect one of its members to chair the meeting.
3. Matters arising at general meetings will be decided by majority vote, unless otherwise stated in this constitution.
4. In the event of a tied vote, the chair has a casting vote.
5. A Minimum of 4 committee meetings shall be held during the school year. Such meetings will be opened with the approval of the minutes, treasurer's report and the business of the meeting.
6. Notice to members (parents) shall be given seven days in advance of all general meetings.
7. Amendments to the constitution are normally made an AGM, but if needed an EGM can be called. The amendments shall be notified to parents at least 7 days before the meeting and must be passed by a two-thirds majority at that meeting.
8. All queries from parents to the association shall be acknowledged within one week of receipt and a response given within two weeks of receipt.
9. The association shall have an email address - parentsassociation@cdicahir.ie
10. The Association, if it so chooses, can put sub-committees in place for specific tasks. These may also co-opt people to assist in their work. The sub-committees carry out the decisions of the Association and are accountable to them at all times.

7. An extraordinary meeting of parents may be called:

The committee shall call an extraordinary general meeting (EGM) when it deems it desirable, on a majority decision, or when a written request to call an EGM is received by an officer of the committee, signed by at least 20 parents and stating the purpose of the proposed meeting

8. Notices

All notices and communications from the Association may be posted, hand-delivered, transmitted electronically or given to a member's child. Any such notice shall be deemed to be duly delivered. A copy of the Constitution will be available under the Parents Association link on the school website www.colaisteduniascaigh.ie

9. Official Statements, Representations and Functions

1. No member of the Association, other than the chair, or a member nominated by either the chair or the committee, shall make any official or public statement or representation on behalf of the Association.
2. The Association shall not involve itself in the day-to-day running of the school or any contractual arrangements between the school authorities and the staff.
3. The Association recognizes that matters concerning the school curriculum and its implementation are the function of the school authorities.
4. The Association shall not deal with complaints against members of the school staff or the Principal.

10. Winding Up of the Association

1. Winding up of the Association shall only be valid if accepted at a general meeting convened for this purpose.
2. In the event of the winding up of the Association, any assets on hand shall be presented to the Board of Management for school purposes.

Appendix A - Roles of the Officers & Minutes Form

Role of Chairperson

- Familiar with procedures, Education Act, etc.
- Knowledge of constitution.
- Official public representative of Parents' Association.
- The contact person with Chairperson Board of Management, Secretary Board of Management and Principal.
- Presides over meetings.
- Consults with Secretary on agenda
- Supports Secretary.
- Aware of when to refer to others.
- Aims for consensus.
- Ensures compliance with official regulations, legislation, etc.
- Elected annually.

Chairperson should:

- Chair impartially.
- Set time for meetings (standing orders).
- Stop repetition.
- Exercise patience and encourage participation by all.
- Keep meeting focused.
- Not allow strong personal beliefs to influence course of meeting.
- Ensure consultation and respect the contribution of all members.
- Establish a communications pathway with all the school's partners (clear reporting structures).
- Ensure that all decisions are taken following adequate consultation.

Role of Secretary

- Convenes all meetings in consultation with the chairperson.
- Liaises with school management, parent body as need arises.
- Acts as recording secretary.
- Only minute decisions taken and record who acts upon these decisions.
- Deals with all communications arising from Parents' Association.
- Is accountable for the ongoing running of the Association.
- Chairperson and Secretary need to act and support each other and act on behalf of the Association between meetings.
- All records should be kept for a minimum of seven years.

Role of Treasurer

- Transparency and accountability.
- Treasurer's report – agenda item for each meeting.
- Keep accounts: Income and Expenditure.
- Reconcile with bank account.
- Bank: minimum two signatories (no pre-signed cheques).
- No payment without invoice.
- Issue receipts for all monies received.
- Audit annual accounts for AGM and Board of Management.

Role of Committee Members

- Receive and read minutes/documentation.
- Keep informed of developments in education and the school.
- Understand implications of decisions taken.
- Value transparency and accountability.
- Value and respect opinions.
- Be a good listener and exercise patience.
- No decisions without full information/knowledge.
- Keep in mind what is best for the students and school.