



Edmund Rice College Parents Association Constitution

Constitution Version:	2.0
Constitution Date:	24/10/2017

1. NAME: The name of the association is “Edmund Rice College Parents Association”.
2. OBJECTIVES: The objectives of the association are;
 - a. The advancement of the physical, moral, emotional, social and cultural wellbeing of the students of Edmund Rice College, Carrigaline, Co. Cork.
 - b. The fostering of good relations between parents, teachers, students and the school authorities.
 - c. To assist the school authorities and be consulted regarding the process of electing parent nominees to the Board of Management.
 - d. To inform and consult parents regarding school policy, plans and activities (however the association will not be involved in matters relating to the internal administration of the school)
 - e. To encourage parent participation in promoting the wellbeing and interests of the students of the school.
 - f. To ensure that parents are informed of developments in education.
 - g. That parents have an effective voice in such developments.
3. MEMBERSHIP: All parents or legal guardians of students attending the school shall be automatic members of the association.
4. ANNUAL GENERAL MEETINGS:
 - a. The annual general meeting (AGM) shall be held during October of each year.
 - b. The executive committee shall call extraordinary general meetings when the executive committee deems it desirable or when a written request to call an extraordinary general meeting is received by the executive committee, signed by at least 50 parents.
 - c. Public notice shall be given 14 days in advance of the AGM.
 - d. AGMs shall be chaired by the chairperson, or in the absence of the chairperson by the vice-chairperson. Otherwise the executive committee shall elect one of its members to chair the meeting.
 - e. A quorum for the AGM shall be 10 parents.
 - f. The purpose of the AGM is to;
 - To receive a report from the principal regarding the activities at the school during the last school year.

- The chairperson of the association will give a report on the workings of the association and its achievements during the last school year
- The secretary will read the minutes of the last AGM and matters arising will be discussed.
- The treasurer will give a written financial report on the last school year
- A speaker may give a talk on a specific subject/topic.
- Parents/guardians who wish to become members of the Parents Association committee will submit their names and contact details to the secretary prior to the AGM or names can also be taken at AGM.

5. THE COMMITTEE OF THE PARENTS ASSOCIATION:

- a. Parents/guardians who put their names forward at the AGM shall be deemed members of the Parents Association committee if elected.
- b. There should be a minimum of 6 members and a maximum of 15 members on the committee.
- c. At the first committee meeting at the AGM the members shall elect a chairperson, vice chairperson, secretary and treasurer.
- d. In the event of a member/officer of the Parents Association committee resigning, the committee can co-opt a parent/guardian to the vacancy until the next AGM.
- e. All decisions of the committee shall be decided by a simple majority.
- f. A quorum at a meeting shall consist of four ordinary members and two officers (i.e. chairperson, vice chairperson, secretary or treasurer).
- g. All membership is valid provided members have a child attending the school.
- h. The work of the Parents Association committee: This is the team that will manage the tasks of the association on behalf of the parent body (members). At the AGM the committee will report to the parent body about its work.
- i. An executive committee, as mentioned in (c) above shall administer the affairs of the association from the members of the Association. The executive committee shall consist of at least 4 members who shall be elected each year at the annual general meeting.
- j. Those elected to the position of chairperson, vice-chairperson, secretary and treasurer have the following roles;
 - **The chairperson:** is responsible for the conduct of the meetings, endeavours to let all viewpoints be heard and comes to clearly stated resolutions. The chairperson ensures that meetings start on time and keep to an agenda.

- The vice-chairperson: takes over the chairperson's duties if the chairperson is not available.
 - The secretary: records the minutes, informs the members of the forthcoming meetings, prepares the agenda, writes and receives correspondence on behalf of the Parents Association and brings all correspondence to the notice of the members.
 - The treasurer: is responsible for keeping the accounts of the Parents Association's finances. The treasurer will give an account of the income and expenditure at each committee meeting and a written statement at the AGM. The bank account(s) will be in the Parents Association's name and the treasurer and another committee officer must sign cheques drawn on the account.
- k. It is hoped that a parents' representative will be nominated for each student year in the college, e.g. a parent of a first-year as a first-year parent representative, second-year parent representative, etc.
 - l. The executive committee may invite to AGMs or to committee meetings such persons as the committee decides.
 - m. Minutes of all meetings shall be kept by the secretary who shall present the minutes to the committee for approval at a subsequent committee meeting.
 - n. The executive committee shall have the power to appoint sub-committees to assist it from time to time. Sub-committees may consist of members or non-members of the association and shall report to the executive committee.

6. ELECTION OF PARENTS' REPRESENTATIVES TO THE BOARD OF MANAGEMENT:

The Trustees appoint all members of the Board of Management and members of the Board do not act in a representational capacity. Trustees appoint four trustee nominees to the Board. The school staff elects two nominees who are then appointed by the Trustees to the Board of Management. The parents elect two nominees who are also then appointed by the Trustees. There must be an election of parents/legal guardians of children currently in the school. The Trustees can determine the method of election. It is advisable to do this in consultation with the Parents Association. However, the election cannot be confined to the Parents Association or the nominees cannot be specifically drawn from the Parents Association. The election must be open to all parents.

7. AMENDING THE CONSTITUTION OF THE ASSOCIATION:

This Constitution may be amended from time to time at an AGM of the association. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.

8. OFFICIAL STATEMENTS AND REPRESENTATIONS:

No member of the association other than the chairperson or member nominated either by the chairperson or by the executive committee shall make any official or public statement or representation on behalf of the association.

9. LIAISON WITH SCHOOL AUTHORITIES:

Liaison with school shall normally be maintained through correspondence by the secretary, or by deputation nominated by the chairperson or executive committee, with the principal or the school and/or their nominees. The executive committee may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.

10. RECOGNITION OF ROLE OF SCHOOL AUTHORITIES:

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.

11. 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 an AGM convened for this purpose. 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.

13. CONSTITUTION VERSION HISTORY

2.0 24th October 2017