



Coláiste Bhríde, Carnew, Parents' Association

Constitution

1. Membership

- 1.1 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. Appendix 1.

2. Name

- 2.1 The Association shall be named Coláiste Bhríde, Carnew, Parents' Association

3. Objectives

- 3.1 To promote and foster cooperation 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 Co Wicklow branch of the Council.
- 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 seven additional members elected by parents.

4.2 Representation shall be on an area basis as set out below. Each area shall have at least one representative:

Carnew
Clonegal/Parkbridge
Tinahely/Crossbridge/Kilcommon
Shillelagh/Kilquiggan
Coolboy/Coolafancy
Annacurra/Aughrim
Ballyellis/Monaseed/Craanford
Ballinglen/Askinagap
Ballythomas/Ballyfad/Kilanerin/Coolgreaney
Askamore/Ballyellis
Ballyduff/Camolin
Gorey

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

Principal
Deputy Principal

4.4 The teaching staff shall be represented by no more than three of its members.

4.5 The term of office of the Council shall be 2 years.

4.6 Election to the Council shall be by way of nomination and ballot by all members of the Association.

4.7 The election process shall be overseen by the school Principal and the Chairperson of the Council.

4.8 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.

4.9 The Council may, at its discretion, co-opt no more than two members for their particular interests and talents, outside of the election process.

4.10 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.

4.11 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 An Annual General Meeting of the Association shall be held before the end of February each year and notice will be given to all parents of the children enrolled in the school.

5.3 At the first meeting of the year a Chairperson, Secretary, Treasurer and PRO and any other officers deemed necessary for the organisation of the Association's affairs shall be elected from among the elected and co-opted members who are in attendance. Two delegates shall be appointed to represent The Council at meetings of Wicklow County Parents' Council.

- 5.4 The Secretary shall give proper notice of all meetings of the Council and shall prepare and maintain minutes of all meetings thereof.
- 5.5 The Treasurer shall have custody of all funds and maintain full and complete records of all income and expense on behalf of the Council. All accounts for payment must first be approved by the Council at its ordinary meetings.
- 5.6 The financial year shall be from January 1st to December 31st
- 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 (as appropriate)
 - 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.
- 5.9 Council resolutions shall be passed by simple majority of those members present and entitled to vote. The Chairperson shall have the casting vote.
- 5.10 The quorum for all meetings shall be 33% and must include at least one of the following: Chairperson, Secretary or Treasurer or their designated deputies.
- 5.11 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.
- 5.12 Extraordinary General Meetings shall be called at the discretion of the Council.
- 5.13 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**

- 6.1 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. **Annual Reports**

- 7.1 The Secretary and the Treasurer will submit written annual reports for consideration by members attending the AGM.
- 7.2 The financial accounts of the Council must be presented to the Board of Management each year after the AGM of the Association.

8. **Finance**

- 8.1 All Bank Accounts shall be in the name of Coláiste Bhríde Parents' Association. Cheques or withdrawals drawn on behalf of the Association shall be signed by any two of the following: Chairperson, Secretary, and Treasurer.
- 8.2 The use of funds in excess of €500 may only be decided at a properly convened meeting of the Council at which at least two of the following or their designated deputies are present: Chairperson, Secretary or Treasurer.

- 8.3 The Council may disburse at its discretion grants or loans from its funds to the school Authority. Requests for such grants or loans must be submitted in writing on a Grant Application Form. Appendix 2
- 8.4 The Council shall set aside a sum to be agreed annually for charitable donations. Requests for such donations must be submitted in writing to the Secretary and may only be granted following agreement at a properly convened meeting of the Council.
- 8.5 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
- 8.6 The annual Parents' Association accounts must be prepared and signed off on by a registered accountant.
9. **Parameters of Association and Council**
- 9.1 The 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.
- 9.2 The Association/Council shall not concern itself with the day-to-day running or management of the school.
10. **Affiliation:**
- 10.1 Coláiste Bhríde Parents' Association shall affiliate to the National Parents' Association for the National Parents' Association Education Training Board Schools each year.
- 11 **Changes to Constitution**
- 11.1 The Constitution and any part thereof may be amended only by a two thirds majority at a properly convened general meeting of members.

Reviewed February 2014

Appendices

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.

Appendix 2 Grant Application Form