Griffeen Community College

Parents' Council Committee

Constitution

Revised & adopted December 2023

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1. Name

The name of the Association shall **be Griffeen Community College Parents Association,** (herein after called the Association). The affairs of the **Association** shall be conducted by the **Parents Council** (herein after called the Council).

2. Membership

2.1. All Parents/Guardians of Children attending **Griffeen Community College** are members of the **Association**.

2.2. The Association shall be autonomous, non-party political and non-denominational.

3. Objectives

3.1. To foster the role of Parents/Guardians as the primary educators of their children.

3.2. To represent the views and opinions of the Council to all relevant agencies and bodies as the Association sees fit.

3.3 To offer its services in an advisory and informative capacity to its members.

3.4 To elect Parent Nominees to the Board of Management.

3.5 To promote a spirit of co-operation and goodwill between the School Management, Staff and Parents/Guardians where the education and welfare of pupils are concerned

3.6. To foster in every way possible the social and cultural values of Association members.

3.7. The Council has no managerial function connected with the school.

3.8. The Council in discharging its functions recognise that the examination and resolution of problems relation to individual pupils or parents/guardians, will be for the determination between the individual pupil and their parent/guardian, the School Authorities and the Board of Management.

3.9. When requested, assist the school with fund raising campaigns.

4. Council

4.1. The Council shall consist of Parent Nominees on the Board of Management plus as many parents/guardians as deemed necessary by the Council.

4.2. The Council shall remain in office until the completion of the election of its successor.

4.3. At its first meeting the new Council shall elect a Chairperson, Secretary, Treasurer and any other Officers deemed necessary in above order.

4.4. These shall be known individually as Executive Officers and collectively as the Executive Committee.

4.5. Council meetings shall be chaired by the Chairperson or in their absence those present will elect a person amongst the members present to chair the meeting.

4.6. Council resolutions will be passed by a simple majority by those members present and voting. In the event of a tie the person chairing the meeting shall have a second and casting vote.

4.7. A quorum at Council meeting shall consist of one third plus one of the Council Members and must include at least one Executive Officer. It is desired to engage a committee capped at 17 members.

4.8. Ordinarily, members will be given seven days' notice or more in advance of meetings and such notices will include the agenda for that meeting.

4.9. In the absence of the Secretary those present shall elect a Council member to record minutes of all business conducted at the Council meeting.

4.10. Meetings of the Council shall be called by the Secretary at the request of the Chairperson.

4.11. The Council shall normally meet monthly throughout the school year.

4.12. The council may invite to attend its meeting such persons as it wishes.

4.13. Any Council member who fails to attend three consecutive meetings without reasonable explanation may be deemed to have resigned and shall be notified in writing by the secretary.

4.14. A Council Meeting shall not reverse and resolution of a previous Council Meeting except with the consent of three quarters of the Council Members present and voting at the Council Meeting proposing the reversal

4.15. Should a member of the Council be declared by three quarters majority of the Council to be guilty of conduct which a prejudicial to the interests of the Council or to be incapable of discharging their duties as a member of the Council, they may be discharged from the Council.

4.16. The First meeting of the new Council shall take place directly after the Annual General Meeting (AGM). This meeting must be attended by the newly elected Council Members and 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.

4.17. If circumstances arise that urgent matters need immediate discussion or decision and it would not be practical nor desirable to await the next Council Meeting, an Executive Committee Meeting must be convened.

4.18. An Executive Committee Meeting cannot take place unless all Executive Officers have been notified and at least three Officers are present.

4.19. Decisions of an Executive Committee are binding on all members. Any member who is strongly opposed to an Executive Committee decision accepts responsibility for the outcome so long as they remain a member of the Council.

4.20. Only Council Members have the right to vote at Council Meetings

4.21. Election of Officers

- Where there is only one nomination for a position that candidate shall be deemed elected
- Where there are two nominations for one position, a secret ballot must take place. In the event of a tie, lots shall be cast to nominate the successful candidate.
- Where there are more then two nominations for a position a secret ballot must take place and the following procedure shall be adapted;
  If one candidate has received more then the combined total of votes of the other candidates, that candidate shall be deemed elected.

4.22. Meetings may be held online, with all articles of the constitution applying to such meetings.

4.23. Recording of online meetings is not permitted, except by the Secretary, and only with prior consent from meeting attendees.

4.24. On occasion, committee members are required to keep some matters discussed confidential until all stakeholders have been consulted on these matters (other stakeholders include: Students' Council, Staff, Board of Management). Breaching this confidentiality will result in dismissal from the committee

5. Election of Council

5.1. The Council shall be constituted annually at the AGM.

5.2. Nominations for the Council shall be accepted at the AGM. In the case where a nominee is not present their nomination must be submitted to the Secretary in writing before or at the AGM and mist contain the nominees' consent and the signature of a proposer and seconder, all of whom must be members of the Association.

5.3. The conduct of the election of a new Council shall be the responsibility of the outgoing Council at the AGM.

5.4. It is desired that there is a Parent/Guardian representative for each year group, first year through to fifth year and from September 2024 sixth year.

5.5. The Council shall have the power to co-opt members of the Association to replace Council Members who are deemed to have resigned.

6. Duties of Officers

6.1. Chairperson

- To be familiar with the Articles of Association
- To preside at every meeting and all General Meetings of the Council
- To give clear democratic and correct rulings when necessary
- To be satisfied before meetings commence that proper notice has been given in accordance with Article 4.8
- To be satisfied that before meetings commence that a quorum is present in accordance with Article 4.7.

6.2. Secretary

- To be familiar with the Articles of Association
- To convene all meetings in accordance with Article 4.10
- To record the proceedings, discussions and decisions of all meetings, by whatever means that is acceptable to the Council and to retain such records in accordance with article 4.9
- To send such letters and to preform such duties as may be directed by the Council.
- To ensure notice of meetings, minutes of last meeting and the agenda be sent to all Council Members seven days or more in advance of meetings in accordance with Artice4.8
- They shall be responsible for the keeping of the register of Council Members.
- On adjournment of the AGM to immediately convene and attend the first meeting of the new Council for the sole purpose of election of the Executive Committee
- To oversee correct procedure is adhered to in relation to the election of a chairperson at the first meeting of the newly elected Council in accordance with Article 4.16
- To convene and organise Special General Meeting for the election of Parent Nominees to the Board of Management in Co-operation with the Secretary to the Board of Management.
- To notify Association members at least seven days in advance of all Special General Meetings.

6.3 Treasurer

- The Treasurer shall be responsible for the collection and lodgement in the Councils' bank account of all the Associations' money which is payable to and by the Council.
- They shall furnish such details of the finances thereof as from tine to time be required by the council.
- The Treasurer shall prepare and submit the income and expenditure account and balance sheet for the financial year and submit same to the AGM starting September 2024.
- Payment on behalf of the Council shall be made by cheque signed by the following – the Principal and either the Chairperson, Secretary or Treasurer. Authorisation to sign cheques shall cease as of the date of the following AGM. The bank shall be notified by the Treasurer of this date seven days in advance.
- No officer shall hold the same office for longer than two consecutive years and shall not be eligible for re-election to the same office for a further one year.

7. Sub-Committee and working Parties

7.1. The Council may constitute sub – committees and working parties with specific terms of reference as it considers desirable.

7.2. In nominating the members of each sub-committee / working party the Council shall fray on the expertise available to it throughout the Association.

7.3. The Council by a two-third majority shall have the power to dissolve all sub- committee/ working parties.

8. Election of Parent Nominees to the Board of Management

8.1. Parents Nominees elected to the Board of Management become ex-officio members of the Council and should attend, when possible, all meetings of the Council to keep them informed of Parents/Guardians wishes and to facilitate a channel of communication in both directions.

8.2. Parent Nominees on the board of Management should make representations to the Board on behalf of the Council regarding matters that are deemed relevant by the Council.

8.3. Parent Nominees on the Board of Management should inform the Council of relevant matters appertaining to Council having due regard for personal confidentiality.

9. General Meetings

9.1. Annual General Meeting shall be held in the month of January

9.2. Extraordinary General Meetings will be called by the Council when they deem it desirable of when the receive a written request by ten percent or more of its members.

9.3. Written notice will be sent to all members at least seven days in advance of General Meetings and such notice shall contain an agenda for the Meeting.

9.4. General Meeting shall be chaired by the Chairperson, in the absence of the Chairperson the Council may elect one of their members to chair the meeting.

9.5. The number of Council members present at an Annual General Meeting. General Meeting or an Extraordinary General meeting shall constitute a quorum.

9.6. A General Meeting shall not reverse any resolution of any previous General Meeting except with the consent of two-thirds of the Council present and voting at the meeting proposing the reversal.

9.7. The Council may decide at a General Meeting to become affiliated to any organisation whose objectives further the objectives of the Association.

10. Quarterly/Annual Reports

10.1. The Secretary is required to submit an Annual report to the Board of Management updating them on Council matters and to represent the Parents Association voice.

10.2. The Chairperson, Secretary and Treasurer shall submit reports for Consideration by the attending members of the AGM

11. Articles of Association

11.1. If at any time circumstances arise for which there is no provision in the Articles of Association, or, if any question arises as to the interpretation of the Articles of Association, the same shall be brought before the Council. The decision of the Council shall be binding.

11.2. Amendments to the Articles of Association may only be made at General Meetings on motion whereof at least fourteen days' notice has been given, and a motion carried by a two – thirds majority of those present and voting.