

# **Constitution of Castleknock Community College Parents' Association**

## **Name**

The name of the Association shall be Castleknock Community College Parents' Association (CCC PA).

## **Objectives**

The Objectives of the Association shall be:

- The advancement of the wellbeing of the students of the College in the most holistic way possible.
- The fostering of good relation between parents, teachers, students and the school management.
- The election of parents' nominees to the Board of Management.
- To inform and consult parents regarding the Association's plans and activities.

## **Membership**

All parents or legal guardians of students attending the College shall be automatic members of the Association.

## **The Association**

1. The Officers shall administer the affairs of the Association. Each meeting shall ideally consist of at least twelve members.
2. The Parents' representatives on the School Board of Management shall be members of the Association. In the event of an actual or potential conflict of interest arising, the Parents' representatives have the right to abstain from any vote at Committee meetings.
3. The Association shall appoint from among its members the Officers of the Association: Chairperson, Vice Chairperson, Secretary, Assistant Secretary Treasurer and Assistant Treasurer.
4. The tenure of the Officers shall be two academic years with an option to re-elect for a further term of 2 years.
5. A member of staff of the College may not be elected as an officer of the Association.
6. The Association shall have power to co-opt members to fill any vacancies which occur.
7. The Association shall meet each month from September to June and on such other occasions as it is deemed necessary by the Officers. The quorum for such meetings shall be 12 members which must include a minimum of two Officers.
8. The Principal or his nominee shall be invited to attend meetings but will not have voting rights.

9. The Association may invite to general meetings such persons as the Association decides.
10. Minutes of all meetings shall be kept by the Secretary who shall distribute them via email to attendees and members who send apologies in advance. These Minutes be will presented as “taken as read” and presented for approval at subsequent meetings.
11. Sub-committees shall be appointed from time to time to assist with the work of the Association. Members of these sub-committees may be drawn from the general parent body and shall report to the Association.
12. All decisions at meetings shall be decided by a simple majority of all members voting and in the event of a tied vote, the Chairperson has a second and casting vote. Any decisions requiring expenditure of money requires a 75% majority. However, the Treasurer has the power to have such a proposal discussed for approval at a further meeting should they deem necessary
13. The Association may affiliate to other organisations from time to time as deemed necessary.

### **Liaison with school management:**

1. Liaison with the College shall normally be maintained through correspondence/email/phone by the Chairperson, Secretary, or by a deputation nominated by the Chairperson or officers, with the Principal and/or his/her nominees.
2. The Officers of the Association may, should they consider it desirable and appropriate, correspond in writing or seek a meeting with the Board of Management.
3. 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 his/her parents/guardians and the School Management.
4. It shall not be the function of the Association to involve itself in the day-to-day running of the school or any contractual arrangements between the school management and the teachers.
5. The Association also recognises that matters concerning the School Curriculum and its implementation are the function of the School Management.

### **General Meetings**

1. The Annual General Meeting shall be held during early October of the academic year.
2. The Association shall call an Extraordinary General Meeting when the Officers deem it desirable or when a written request to call such an EGM is received by the Association signed by at least 50 parents.
3. Parents/Guardians shall be given fourteen days advance notice of an AGM. Items for discussion or motions must be submitted seven days before such a meeting in order to prepare the Agenda for the meeting. A simple majority is sufficient to pass such motions/resolutions.

4. Monthly meetings of the Association shall be chaired by the Chairperson or in the absence of the Chairperson by the Vice Chairperson. Otherwise the Association shall elect one of its members to chair the meeting.
5. A quorum for an Annual General Meeting shall consist of two Officers plus 24 members.
6. The Association shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

### **Election of parents' representatives to the Board of Management**

1. In accordance with the rules governing nominations of parents' representatives to the School Board of Management, the Association shall conduct an election to nominate the two Parents' Representatives to the Board of Management, ideally, one male and one female, (where the nominations facilitate same). This election shall be conducted during the Annual General Meeting of the Association. In the event that no nominations are received, and with the agreement of the meeting, a Parent Rep will be proposed at the first meeting of the Parents' Association following the AGM.
2. Notice of elections shall be given to all parents fourteen days in advance of the date of the election.
3. All nominations of candidates shall be submitted to the Chairperson at or prior to the AGM of the Association. All nominations should be proposed and seconded by members of the Association.
4. If there are more than two nominees, a secret ballot shall be conducted and the successful candidate will be elected by a simple majority. The Chairperson's casting vote will apply if necessary.
5. The tenure of office of the Parents' representatives to the Board of Management shall be decided by the Constitution of the Board of Management.

### **Review of the Constitution**

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

### **Winding up the Parents' Association**

Winding up of the Association shall only be valid if accepted at an EGM 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.

Adopted at Monthly Meeting – 6 November 2023