

Franciscan College Gormanston Parents Association Constitution

1. Name: The name of the Association shall be Franciscan College Gormanston Parents Association.

2. Objectives: The Objectives of the Association shall be:

- i. The advancement of the wellbeing of the students of the College in the most holistic way possible.
- ii. The fostering of good relations between parents, teachers, students and the school authorities.
- iii. The election of parents' nominees to the Board of Management.
- iv. To inform and consult parents regarding the Associations plans and activities.

3. Membership: All parents or legal guardians of students attending the school shall be automatic members of the Association.

4. Affiliations: The Executive Committee will conduct an evaluation of the appropriateness for the Association to affiliate to a National representative body or bodies for parents of secondary school pupils.

5. General meetings:

- i. The Annual General Meeting shall be held during the first three months of the academic year.
- ii. 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.
- iii. Public notice shall be given fourteen days in advance of a General Meeting.
- iv. General Meetings 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.
- v. A quorum for the Annual General Meeting shall consist of: two executive committee officials (from chairperson, vice chairperson, secretary and treasurer), plus two other ordinary committee

members plus 2 other normal members of the association.

6. Executive committee:

- i. An Executive Committee shall administer the affairs of the Association. They are elected from the members of the Association. The Committee shall ideally consist of at least twelve members, (nominally 2 members for each school year group), who shall be elected each year at the Annual General Meeting.
- ii. The Parents' nominees to 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 nominees have the right to abstain from any vote at Committee meetings.
- iii. The committee shall appoint from among its elected members the officers of the Association: Chairperson, Vice Chairperson, Secretary, and Treasurer.
- iv. The committee shall have power to co-opt members to fill any vacancies which occur on the committee (including the possibility that less than 12 parents/guardians volunteer) or for any other reason.
- v. The Executive Committee shall meet each month from September to June (but excluding December and January) and on such other occasions as it is deemed necessary by the Executive Committee. The quorum for such meetings shall be 4 members of the Executive Committee which must include a minimum of two officers.
- vi. The Executive Committee may invite to General meetings or to committee meetings such persons as the Committee decides.
- vii. 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.
- viii. 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.
- ix. All decisions of the executive committee 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.
- x. Committee members who have not attended 3 consecutive Committee meetings and for which no explanation or "apology" has been furnished, shall be deemed to have forfeited their place on the Committee.

7. Election of parents' representatives to the board of Management.

- i. In accordance with the rules governing nomination of Parents' Representatives to the School Board of Management, the Association shall conduct an election to nominate the 2 Parents' Representatives to the Board of Management, ideally, one male and one female, (where the nominations facilitate same).
- ii. Notice of election shall be given to all parents 14 days in advance of the date of the election.
- iii. Nominations of Candidates shall be submitted to the Executive Committee at, or prior to, the Annual General Meeting of the Association.
- iv. If there are more than two nominees, a secret ballot shall be conducted and victory will be by simple majority. (Chairpersons casting vote will apply if necessary).
- v. The tenure of office of the Parents' representatives on the College Board of Management shall be 3 academic years.
- vi. The tenure of office of the officers of the Executive Committee shall be 2 academic years
- vii. The purpose of the parents' representatives on the Board of Management is:
 - A) To actively solicit parent views and represent these views at board of Management meetings.
 - B) To report back to the parent association and keep them informed of matters that are relevant to their participation in the partnership between school and parents.

8. Amendment:

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

9. Annual subscription:

An annual subscription shall finance the Association. The amount of subscription and method of payment shall be decided from time to time by a General Meeting on the advice of the Executive Committee. It is envisaged that collection of such fees will be conducted via the College's normal collection method.

10. 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.

11. Liaison with school authorities:

- i. Liaison with the College shall normally be maintained through correspondence by the Chairperson, Secretary, or by deputation nominated by the Chairperson or Executive Committee, with the Principal or the school and/or his/her nominees.
- ii. The Executive committee may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.
- iii. 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 Authorities.
- iv. 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 authorities and the teachers.
- v. The Association also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.

12. Report of Executive Committee:

The Executive Committee shall present a report of its activities during the preceding year, including a financial statement to the Annual General Meeting.

13. Winding up:

Winding up of the Association shall only be valid if accepted at a General Meeting 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.