

## Constitution of Coláiste na hInse Parents' Association.

1. The name of the Association shall be Coláiste na hInse Parents' Association.
2. OBJECTIVES: The Objectives of the Association shall be:
  - (i) The advancement of the moral, mental, social and cultural wellbeing of the students of Coláiste na hInse.
  - (ii) The fostering of good relations between parents, teachers, students and the school authorities and building a good school community.
  - (iii) Building a good relationship between the school and the local community
  - (iv) The election of parents' nominees to the Board of Management.
3. MEMBERSHIP: All parents or legal guardians of students attending the school shall be automatic members of the Association.
4. GENERAL MEETINGS:
  - (i) The Annual General Meeting shall be held during September/October of each 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.
5. EXECUTIVE COMMITTEE:
  - (a) An Executive Committee shall administer the affairs of the Association from the members of the Association.
  - (b) The committee shall have power to co-opt members to fill any vacancies which occur on the committee.
  - (c) The positions of Chairperson, Secretary, Treasurer (and vice to each of the aforementioned if desired) shall be filled at the AGM. If these positions are not filled at the AGM they may be filled at the first meeting of the new Association. It is recommended that officers take on these positions for a period of two years.
  - (d) The Executive Committee shall meet each month from September to May (inclusive) and on such other occasions as it is deemed necessary by the Executive Committee. The quorum for such meetings shall be 50% of the members of the Executive Committee.
  - (e) The Executive Committee may invite to General meetings or to committee meetings such persons as the Committee decides.
  - (f) Minutes of all meetings shall be kept by the Hon. Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.

(g) Accounts for the Parents' Association shall be kept by the Treasurer and be available for inspection at any given time.

(h) 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:

(a) 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 Parents' Representatives to the Board of Management.

(b) Notice of election shall be given to all parents one month in advance of the date of the election.

(c) Nominations of Candidates shall be submitted to the Executive Committee at a Special General Meeting of the Association.

7. 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.

8. OFFICIAL STATEMENTS AND REPRESENTATIONS: No member of the Association/Council 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 and Chairperson, or by deputation nominated by the Chairperson or Executive Committee, with the Principal or the school and/or his nominees.

10. The Executive committee may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.

11. 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 parents and the School Authorities.

12. The Association also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.

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

14. 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.