



# **Parents' Association Constitution**

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**Approved:** 23/11/2006 (Parents of Gaelcholáiste Luimnigh)  
**Evaluated:** -----  
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**Approved:** ----- (Board of Management)

## **1.0 PREAMBLE**

We the Parents and Guardians of pupils of Gaelcholáiste Luimnigh acknowledge that:

Gaelcholáiste Luimnigh is an educational institution recognised as a holistic centre of excellence in the development and learning of each individual pupil where each person is special. As a consequence the Core Values, as defined in the Mission Statement for Gaelcholaiste Luimnigh, are promoted in the daily life of the College.

## **2.0 MISSION STATEMENT**

Gaelcholáiste Luimnigh is an all-Irish Post-Primary college. All subjects (except other languages) are taught through the medium of Irish. Gaelcholáiste Luimnigh is inclusive in its intake and is comprehensive in its curriculum. It is a holistic centre of excellence in the development and learning of each individual pupil where each person is special. Staff and students work together to realise their full potential in a safe and friendly environment where the atmosphere is one of learning and development, mutual respect and co-operation. Irish language and culture are central in every aspect of the college's life.

## **3.0 TITLE – MEMBERSHIP**

We constitute ourselves as a Parents' Association under the following:

**3.1** The body shall be known as the Gaelcholaiste Luimnigh Parents' Association – Comhairle Tuismitheoirí Ghaelcholáiste Luimnigh

**3.2** All Parents and Guardians of pupils enrolled in the College are deemed to be members of the Association.

**3.3** The Association recognises that problems related to individual pupils or parents and/or teachers are a matter for determination between the individual pupil and/or parents/guardians and the College authorities.

**3.4** The Association will remain independent but may affiliate to other bodies and Associations where such affiliation will be deemed to be of benefit to the College.

## **4.0 OBJECTIVES**

**4.1** To support and initiate, where appropriate activities which advance the aims and objectives of the College, as outlined in the Mission Statement, ensuring that such activities will not interfere with the process of management of the College.

- 4.2** To provide opportunities for discussion, information and consultation about matters of common and or topical interest to parents, teachers and pupils of the College.
- 4.3** To promote and support the role of parents and guardians as the prime educators of their children.
- 4.4** To be aware of and embody the Ethos of the College so that all can advance in a spirit of co-operation and mutual support to the benefit of parents, guardians, pupils, teachers and the Community.
- 4.5** To devise and design support activities and structures for the entire community of Gaelcholáiste Luimnigh.

## **5.0 COMMITTEE**

The affairs of the Association shall be conducted by a consisting of twelve voting members two of whom shall be co-opted by the College Management (teachers), and ten of whom shall be elected by secret ballot at the Annual General Meeting/first meeting.

Insofar as it is possible the elected members should be selected on a representative basis as follows:

- 5.1a** 3 members to represent parents of pupils from the Junior Cycle programme
- 5.1b** 3 members to represent parents of pupils from the Senior Cycle programme
- 5.1c** 2 more members to represents parents of female pupils
- 5.1d** 2 more members to represent parents of male pupils

In the event of any positions not being filled the Committee with the concurrence of the College Management will have the authority to fill the vacancy by co-option. The period of office shall run from the date of election or co-option until the next following Annual General Meeting.

**5.2** The Committee shall consist of the membership outlined above and in addition the Principal and the Deputy Principal will be deemed to be ex-officio members but with no voting rights at Committee Meetings.

**5.3** The first business of the incoming Committee each year shall be to elect the officers of the Association as follows:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- PRO

**5.4** Committee meetings shall be chaired by the Chairperson or in the absence of the Chairperson the Vice-Chairperson. Otherwise those members present shall elect a Chairperson for the meeting.

- 5.5** A meeting will be held each month.
- 5.6** The duration of meetings should not exceed ninety minutes.
- 5.7** An Agenda will be posted to Committee members in advance of a meeting. Issues under A.O.B. should be short. Any issue which requires more time should be postponed to the next Committee meeting as a separate issue for that meeting's agenda.
- 5.8** An Annual General Meeting shall be held in the First Term of each year, preferably at the end of September.
- 5.9** Committee resolutions shall be passed by a simple majority of those members present and entitled to vote. The Chairperson will have a casting vote.
- 5.10** A quorum at meetings will consist of six Committee members.
- 5.11** Ordinarily members shall be given seven days notice or more in advance of a meeting. Meetings will usually be held on a monthly basis.
- 5.12** The Honorary Secretary shall keep minutes of all discussions and decisions agreed at the Committee meetings.
- 5.13** The Committee may invite, with the prior approval of the College Management, to attend its meetings such persons as it wishes.
- 5.14** All members of the Association shall have the right to be fully informed of all decisions of the Committee.
- 5.15** The Committee shall make its own Standing Orders consistent with this Constitution.
- 5.16** If a vacancy arises during the period of office of the Committee such vacancy may be filled by co-option at the discretion of the Committee and The College Management.
- 5.17** The Treasurer will be accountable to the Committee for all monies to which the Association and its activities give rise.

## **6.0 ELECTION OF COMMITTEE**

- 6.1** Only members of the Association may be elected onto the Committee. Nominations for election shall be accepted at the Annual General Meeting, or the first meeting to elect a Parents' Council. Nominations may be posted to the College. In any case where the nominee is not present at the Annual General Meeting his or her nomination must be submitted to the Secretary in writing before the Annual General Meeting and it must carry the nominees consent and signatures of a proposer and a seconder, both of whom must be members of the Association. Each member in exercise of their vote may vote for not more than one of the candidates named on the ballot paper.
- 6.2** Voting shall be by secret ballot.
- 6.3** No parent or guardian shall be eligible to be an elected member of the Committee on more than two consecutive years.

## **7.0 GENERAL MEETINGS**

**7.1** The Annual General Meeting shall normally be held in the first term.

**7.2** Extraordinary General Meetings will be called by the Committee when it deems it necessary to do so or when it receives a written request by parents and or guardians of twenty percent or more of the pupils enrolled in the College.

**7.3** Members shall be entitled to not less than fourteen days notice of any General Meeting.

## **8.0 FINANCE**

**8.1** The Parents' Association will be required to maintain accounts in accordance with City of Limerick Vocational Education Committee Guidelines Re: School Accounts (Based on recommendations from the VSSU) July 2005.

**8.2** A bank account may be established with two signatories for use by the Committee of the Parents' Association.

**8.3** The City of Limerick VEC/College Principal may ask for the accounts of the Parents' Association at the end of the year

**8.4** Separate financial records are to be maintained by the Committee

**8.5** An Independent review & annual report is to be prepared for the Board of Management. This will be delivered by the representatives of the Parents' Association on the College Board of Management.

**8.6** Insurance arrangements with regard to meetings of, and travel to and from Committee meetings will have to be funded by the College through the City of Limerick VEC.

**8.7** The Committee will be expected to exercise vigilance to ensure proper use of the name of the College at all times, and during all activities organised by the Parents' Association.

**8.8** The Committee will be required to maintain a "Register of Activities" which will be presented to the Board of Management of the College at various stages throughout the year.

**8.9** Gifts / Donations to be notified to VEC (if section 29 of VEC act 1930 applies)

## **9.0 THE CONSTITUTION**

**9.1** Changes to the Constitution shall be made only at a General Meeting. Any such changes shall require a two-thirds majority of those present and voting at the meeting and the consent of the College Management. Any notice of a motion for the Annual General Meeting which proposes a change in the Constitution shall be publicised to the membership at least two weeks prior to the AGM. The proposed changes shall bear the names of the proposer and seconders and shall also be communicated to the Management.

**9.2** The dissolution of the Association shall require a General Meeting. In the event of the dissolution of the Association all its assets shall pass to the College Management.

## **10.0 SUB-COMMITTEES/WORKING PARTIES**

**10.1** The Committee may constitute and dissolve Sub-Committee of the Association and Working Parties, as it considers necessary, to achieve the objectives of the Association. Any such bodies will be accountable to the Committee.

## **11.0 ANNUAL REPORTS**

**11.1** The Secretary and Treasurer will submit annual reports for consideration and annual reports for consideration and approval by the members attending the Annual General Meeting. A copy of the annual reports will be made available to the College Management.

November 2006