

# **ST COLUMBA'S COLLEGE PARENTS' ASSOCIATION CONSTITUTION**

## **1. NAME**

1.1 The name of the Parents' Association shall be the "St. Columba's College Parents' Association ("The PA")

1.2 The address of the Parents' Association shall be St. Columba's College, Whitechurch, Dublin 16, D16 CH92

1.3 All references to a parent or parents shall be deemed to include a guardian or guardians.

## **2. AIMS AND OBJECTIVES**

The PA will be organised, managed and run by parents of children currently attending the college, in keeping with the agreed aims and objectives as follows:

2.1. The Advancement of the education and welfare of the pupils, in accordance with the Statutes of the College while not becoming involved with the process of management of the college. The PA recognises that problems or issues relating to individual students and/or staff are issues for the St. Columba's College Management and cannot be discussed or raised at any meeting of the PA or of any of its committees.

2.2 To provide opportunities for discussion, information and consultation about matters of common and /or topical interest to parents, teachers and pupils of the college.

2.3 To assist the college in recruiting volunteers to help with programs as requested by the Warden.

2.4 To facilitate effective communication between the Parents, the Pupils and St. Columba's College Board of Management, the Warden, Fellows of the College and Staff on issues relating to college plans, policies and activities.

2.5 The promotion of social and educational activities and any other activities that may help the College and the Pupils.

2.6 To support the Church of Ireland ethos of the college and respect for other faiths.

2.7 To give due respect to the individual pupils, parents and staff in pursuit of its objectives.

2.8. To endeavour each year to spend the total monies received from family annual subscriptions, see Clause 4.1, subject to ensuring that there is always a float of no less than 2,000 euro, remaining in the PA Bank Account.

2.9. Neither the PA nor any committee of the PA will discuss any grievances brought to them by a parent/s about any child or children. The parent must be directed to the child's Housemaster/Housemistress if the matter relates to their own child or to the Warden if the matter relates to another child or other children.

### **3.MEMBERSHIP**

3.1 Membership of the PA, with full voting rights, shall be open to all Parents and Guardians of pupils currently attending St. Columba's College.

### **4.ANNUAL SUBSCRIPTION**

4.1 The Annual Subscription per Family will be 25 euro and this will be included annually in the St. Columba's College first term fee account.

4.2 Any changes to the annual subscription must be approved by the PA and in consultation with St. Columba's College Board of Management.

### **5.COMPOSITION OF THE PA COMMITTEE**

5.1 The affairs of the PA shall be conducted by a committee ("the PA Committee") made up of volunteers from the parent body.

5.2 There shall be twelve members of the PA Committee, at least 4 shall be parents of Boarders and a minimum of 2 shall be parents of day pupils.

5.3 New members shall be recruited each year, subject to reaching the minimum or maximum number of members required.

5.4. All members of the PA Committee are required, before taking office, to sign the form of undertaking adopted by the College for those placed in positions of trust in respect of children or vulnerable persons.

5.5 The quorum shall be not less than five members.

5.6 The PA Committee may co-opt, in the event of a vacancy, members to fill the vacancy.

5.7 A PA Committee member, or PA Sub-Committee member, who fails to attend three consecutive meetings without apologies shall be deemed to have resigned.

### **6. OFFICERS OF THE PA COMMITTEE**

6.1 The Officers of the PA Committee of the Association shall be the

CHAIRPERSON  
HONORARY SECRETARY  
HONORARY TREASURER  
COMMUNICATIONS OFFICER  
OVERSEAS PARENTS LIASON REPRESENTATIVE  
COMPASS REPRESENTATIVE

## **7. ELECTION OF MEMBERS OF THE PA COMMITTEE**

7.1 New members of the PA Committee replacing those retiring, shall be elected by the parents present at the AGM of the PA.

7.2 Nominations for election to the PA Committee shall be sought at least 30 days before the AGM of the PA.

7.3 Nominations for election to the PA Committee must be accompanied by the names of the proposer and seconder.

7.4 All Nominations shall be notified to the Honorary Secretary of the PA in writing at least 14 days before the AGM. The nominations will only go to vote at the AGM by secret ballot in the case of there being more candidates than spaces on the PA Committee.

7.5 Parents when elected, must have a pupil attending the college for the duration of their term on the PA committee. When their child/children leave the college, the parent must resign from the PA committee.

7.6 The PA will endeavour to ensure that there is as wide a representation of St. Columba's College pupil years as possible.

7.7 The PA will endeavour to ensure that there is an equal gender balance on the PA committee.

7.8 The Members of the PA Committee shall be elected for a three year term. Commencing at the AGM in June. One third of the PA Committee will retire by rotation. The members to retire at the AGM shall be the members who have been longest in office.

7.9 If a PA Committee member does not attend at least 50% of the meetings in a school year, he/she shall be deemed to have resigned. The PA Committee may then invoke clause 5.5

## **8. DUTIES OF THE PA COMMITTEE**

8.1 The PA Committee will organise the business of the PA in line with the aims and objectives outlined in Clause 2 above

8.2 The Honorary Secretary shall keep minutes of all discussions and decisions agreed at the PA Committee meetings. A copy of such minutes shall be made available to all the PA Committee members.8.3 The PA Committee shall have the power to set up a sub-committee for specific purposes. The members of such sub-committees shall be appointed by the PA Committee.

8.4 The PA Committee will ensure timely, effective and ongoing communication with all parents which may include printed newsletters, texts, emails, social media and other electronic communications.

8.5 The PA Committee will convene ordinary meetings of the PA at least once a month where practicable, with a minimum of one meeting per term.

8.6 Any matters discussed at a PA committee or sub-committee meeting must not be relayed or discussed with any person not on the PA committee unless sanctioned by the PA committee.

## **9. EXPENSES AND ACCOUNTS**

9.1 The PA shall keep a bank account in its name.

9.2 The Chairperson, Honorary Treasurer, and Honorary Secretary shall be signatories on the account and any two of these who shall be authorised to make payments on behalf of the PA.

9.3 Any payment made by cheque drawn on the PA account must be signed by any two of the signatories.

9.4 The Honorary Treasurer will be accountable to the AGM and to the members of the PA for all monies which the PA and its' activities give rise to.

## **10. ANNUAL GENERAL MEETING ("AGM")**

10.1 An AGM of the PA shall be held no later than June 25th each year.

10.2 The venue for the AGM will be at St. Columba's College, Whitechurch, Dublin 16. In the event that the venue is unavailable, an alternative venue may be decided upon by the PA Committee.

10.3 The Following shall be the agenda for the AGM

1. Report by the Honorary Secretary
2. Statement of Accounts by the Honorary Treasurer
3. Election of new members to the PA Committee
5. Any other ordinary business.

## **11. ORDINARY GENERAL MEETING**

11.1 The PA Committee shall meet within one calendar month following the AGM and a minimum of once a term thereafter,

11.2 The Officers and PA Committee Members shall elect their Chairperson each year at the first meeting subsequent to the AGM who shall hold office for a period of three years. The Chairperson must have served at least one year on the PA Committee before being eligible for election. The committee shall also and from its own members elect and an Honorary Secretary and an Honorary Treasurer and a Representative for Compass and a Communications officer each whom shall hold office for one year and each of whom is eligible for re-election for another year.

11.3 All Elected members names shall be passed to the Sub Warden for inclusion in the Green Book for the next academic year.

11.4 An Extraordinary General Meeting (EGM) may be held during the year in the event of any important decisions or other urgent business which the PA Committee, by a majority decision, feel should be brought to the notice of the general membership of the Association.

## **12.VOTING**

12.1 All parents have full voting rights

12.2 St. Columbas' College Management attending meetings do so in a non- voting capacity unless they are parents of pupils currently attending St Columba's College.

## **13. AMENDMENT OF THE CONSTITUTION**

13.1 A proposal to amend the Constitution of the PA shall be signed by at least six members of the PA and shall be received by the Honorary Secretary of the PA at least four weeks before the AGM, so that the proposal shall be issued with the notice convening the Meeting, or at a properly constituted EGM. The proposed amendment must be passed by at least 66% of those attending the meeting.

13.2 The PA Committee shall ensure that a copy of the current Constitution is available to the PA.

## **14. REVIEW OF THE CONSTITUTION**

14.1 In accordance with good governance, the PA shall review the Constitution after a three year period.

## **15. DISSOLUTION**

15.1 The PA shall not be dissolved except by an EGM Meeting convened for the purpose, and by a resolution carried by a four-fifths majority of the votes recorded.

15.2 Any surplus funds which may be in hand at the time of dissolution, shall be handed over to the St Columba's College Bursary Fund, together with, if practicable, a detailed outcome of how such funds are to be spent.

This is certified a true copy of the Constitution as amended at the Annual General Meeting held on 25<sup>th</sup> October 2021

Signed

Brian Pollock  
CHAIRPERSON

Date: 6<sup>th</sup> October 2021