

ST COLUMBA'S COLLEGE PARENTS' ASSOCIATION CONSTITUTION (2024)

1. NAME

1.1 The name of the Parents' Association is the "St. Columba's College Parents' Association" ("The P.A." or "The Parents' Association").

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 legal guardian or guardians.

2. AIMS AND OBJECTIVES

The PA recognises that matters concerning the organisation and professional work of the School, the School curriculum and its implementation are the function of the Warden, School Management, Teaching Staff, the Board of Management and the Department of Education and Skills. The PA further recognises that problems or issues relating to individual students and/or staff are issues for the St. Columba's School management and cannot be discussed or raised at any meeting of the PA or of any of its committees.

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

2.1 To support the advancement of the education and welfare of the pupils, in accordance with the Statutes of the College.

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 school. The School shall have regard to any input or advice provided from the parent body via the PA.

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

2.4 To facilitate effective communication between parents and other stakeholders in the school community in order to foster co-operation and social interaction.

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 ethos and Values of the school.

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

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

3. MEMBERSHIP

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

4. ANNUAL SUBSCRIPTION

4.1 The Annual Subscription per Family will be determined at the AGM each year, in consultation with St. Columba's School Management, and this will be included annually in the St. Columba's College fee account.

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 a minimum of 9 members of the Committee of the Association; ideally at least 4 shall be parents of boarders (one of which should be an overseas parent) and at least 2 parents of day boarders/day pupils.

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

5.4 The quorum for a meeting of the PA Committee shall be not less than five members.

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

5.6 A PA Committee member who fails to attend three consecutive meetings without apologies shall be deemed to have resigned.

5.7 Where possible, the Chairperson should be a parent who has been on the PA Committee for not less than one year.

6. OFFICERS OF THE COMMITTEE

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

CHAIRPERSON
HONORARY SECRETARY
HONORARY TREASURER
COMMUNICATION OFFICER

OVERSEAS PARENTS LIAISON REPRESENTATIVE
COMPASS REPRESENTATIVE

7. CHAIRPERSON AND OFFICERS OF THE COMMITTEE

7.1 When required, the Officers and Committee Members shall elect their Chairperson at the first meeting subsequent to the AGM. The Chairperson must where possible have served at least one year on the committee before being eligible for election. The Chairperson shall hold office for one year and is eligible for re-election for another year (up to a three year maximum period). The Committee shall also and from its own members elect an Honorary Secretary and an Honorary Treasurer, a Communication Officer, and an Overseas Parents Liaison Representative, each of whom shall hold office for one year and each of whom is eligible for re-election for another year.

8. ELECTION OF MEMBERS OF THE PA COMMITTEE

8.1 The members of the Committee shall be elected by the parents present at the AGM of the Association.

Nominations for members shall be proposed, seconded and recorded and shall continue to be recorded until the closure of the list is moved and passed.

8.2 Parents when elected, must have a pupil attending the school. When their child/children leave(s) the school the parent automatically will no longer be a member of the Committee.

8.3 The PA will endeavour to ensure that there is as wide a representation of St. Columba's school years as possible amongst Committee members.

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

8.5 The Members of the Committee shall be elected for a three-year term, commencing at the AGM. The PA will endeavour to ensure that one third of the Committee will retire by rotation. The members to retire at the AGM shall be the members who have been longest in office.

8.7 Nominations for election to the PA Committee shall be sought in advance of the AGM.

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

8.9 All Nominations shall be notified to the Honorary Secretary of the Parents' Association in writing before the AGM.

9. DUTIES OF THE COMMITTEE

9.1 The PA Committee will organise the business of the PA in line with the Aims and Objectives outlined in Clause 2 above.

9.2 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 within one week of the conclusion of any meeting and dates for following meetings shall be determined at the end of each meeting.

9.3 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. The sub-committees, when appointed, are accountable to the PA Committee and shall not take decisions on behalf of the Committee or the relevant sub-committee.

9.4 The PA Committee will ensure timely, effective and ongoing communication regarding its activities with all parents subject to their consent - this may include printed newsletters, texts, emails, social media and other electronic communications.

9.5 The PA Committee will endeavour to convene ordinary meetings of the PA monthly during the academic year, with a minimum of one meeting per term.

9.6 Any matters discussed at a Committee meeting are deemed confidential and must not be relayed or discussed with any person not on the Committee unless sanctioned by the committee.

9.7 The chairperson of the Committee shall have regular meetings with the Warden in order to update the Warden on the work of the PA.

10. EXPENSES AND ACCOUNTS

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

10.2 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 Parents' Association.

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

10.4 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. The treasurer shall be responsible for presenting income and expenditure for the previous year at the AGM.

11. ANNUAL GENERAL MEETING (“AGM”)

11.1 An AGM of the PA shall be held before the end of September.

11.2 The venue for the AGM shall be 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.

11.3 The Following shall be standing agenda items 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
4. Any other business

12. ORDINARY GENERAL MEETING

12.1 The Committee shall meet within one calendar month following the AGM and a minimum of once a term thereafter.

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

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

13. VOTING

13.1 All parents and legal guardians have full voting rights.

13.2 St. Columbas’ School Management attending meetings do so in a non-voting capacity unless they are parents or legal guardians of pupils currently attending St Columba’s College.

14. AMENDMENT OF THE CONSTITUTION

14.1 A proposal to amend the Constitution of the Association shall be signed by at least six members of the Association and shall be received by the Honorary Secretary of the Association at least four weeks before the AGM or in advance of a properly constituted EGM, so that the proposal shall be issued with the notice convening the Meeting.

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

15. REVIEW OF THE CONSTITUTION

15.1 The PA shall review the Constitution after a three-year period.

16. DISSOLUTION

16.1 The Association 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.

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

A true copy of the Constitution as amended at the Annual General Meeting held on
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Signed

CHAIRPERSON

Date: