



Parents Council Constitution

1.0 Preamble:

We, the Parents and Guardians of pupils of St. Munchin's College, acknowledge the following:

St. Munchin's College is a Diocesan Catholic Voluntary Secondary School for boys only, under the patronage of the Bishop of Limerick.

St. Munchin's College is a caring community, sharing the Christian ideal, endeavouring to create and sustain an environment through which each student can grow in all ways – aesthetically, emotionally, intellectually, morally, physically, socially and spiritually.

In partnership, the Staff, Students and Parents/Guardians of St. Munchin's College actively promote an atmosphere that protects and respects the dignity and self esteem of each individual.

St. Munchin's College develops an environment that is favourable to learning and is committed to a just and equitable treatment of all the College Community. This environment includes an education and value system that enables the students to become responsible members of a changing society.

St. Munchin's College seeks to create a community of faith and justice, based on respect, and is mindful of its role in encouraging a religious life. It hopes to form integrated and self reliant persons who will be moved to work for a better world.

St. Munchin's College is very mindful of it's Educational Philosophy:

"Veritas in Caritate" – "If we live by the truth and in love, we shall grow in all ways".

We constitute ourselves as an Association, known as St. Munchin's College Parents Association as follows:

2.0 Membership:

- 2.1 All Parents/Guardians of pupils enrolled in the School are deemed to be members of the Association.
- 2.2 The Association recognises that issues relating to individual pupils or Parents/Guardians and/or Teachers, and/or School matters are a matter for determination between the individual pupil and/or Parents/Guardians and the School authorities.
- 2.3 The Association will be affiliated to the National Parents Council Post Primary (NPCPP) and will adhere to its guidelines.

3.0 Objectives:

- 3.1 To support and initiate, where appropriate, activities that advance the aims and objectives of the School, whilst ensuring that such activities will not interfere with the process of management of the School.
- 3.2 To make every effort to initiate and continue communication between the Board of Management /Principal /Teachers/Parents/Guardians.
- 3.3 To provide a forum where Parents/Guardians can discuss their mutual problems regarding the education and welfare of their children.
- 3.4 To make representations to the Board of Management and/or Principal on such matters as may be decided by the Council or by the Association at a General Meeting.
- 3.5 In co-operation with School Management, to seek nominations from the Parents Association to elect Parent's Members on the Board of Management.
- 3.6 From time to time, to arrange talks or submissions regarding education or allied subjects, as the Council may deem necessary and beneficial to the members and the School.
- 3.7. To promote and support the role of Parents/Guardians as the prime educators of their children.
- 3.8 To promote and support contact between the School, Parents/Guardians and the wider community.
- 3.9 To promote and support the Students Council.
- 3.10 To be aware of the ethos of the School, so that all can advance in a spirit of partnership and inclusion, to the benefit of Pupils, Parents/Guardians, Teachers and the Community.

4.0 Council:

- 4.1 The members of the Parents Association will elect a Parents Council of interested Parents each year at the A.G.M.
- 4.2 Nominations for each position will be requested from the members, prior to the A.G.M. If 2 or more nominations are received for one position, a vote will be taken by ballot at the A.G.M. In the event of a tie, the Chairperson will have the casting vote.
- 4.3 This (Parents Council) team will conduct the business of the Association. It will consist of a minimum of twelve and a maximum of twenty voting members from each year (1st, 2nd etc.), inclusive of Board of Management Members, plus two School Nominees chosen and appointed by the Principal. New members can be proposed and co-opted at a meeting, before the end of the first term, December.
- 4.4 In the event of any positions not being filled, the Council will have the authority to fill the vacancy by co-option until the next A.G.M. This will be done by prior agreement with the member/s proposed for co-option.

- 4.5. Any member of the Parents Association will be entitled to make representations or observations to Parents Council member(s), and it will be the duty of the Council member(s) to bring issues so raised to the attention of the Council at the next monthly meeting. If the issue requires urgent attention, it must be brought to the attention of the Chairperson.

5.0 Officers:

- 5.1 The following Officers of the Parents Council will be elected at the first Council Meeting conducted after the A.G.M, and they will be listed subsequently on the School's Website. In their capacity as members, former Officers are expected to attend the first Council Meeting and support the newly elected Officers.

- Chairperson
- Vice-Chairperson.
- Secretary.
- Treasurer
- Any other such Officers, as the Council may deem necessary to conduct the affairs of the Association.

- 5.2 The term of Office will be a maximum of three years. However, for a specific purpose, the Council may co-opt any Parent/Guardian, until the next A.G.M. The term of office for an ordinary member will be for the duration of son/s attendance at School.

- 5.3 Council Members cannot be nominated as Officers until such time as they have served on the Council for a minimum of one year.

- 5.4. The position of Chair, and in his/her absence, Vice-Chairperson, Secretary and Treasurer will constitute the Executive Members of the Parents Council.

- 5.4 The Secretary will attend to all correspondences on matters related to the Parents Council.

6.0 Council Meetings:

- 6.1 The Parents Council will meet usually on the second Tuesday of each month, or on another day as specified. The exception is September, wherein the first meeting will be scheduled as soon as possible after commencement of the Academic Year.

- 6.2. For the Parents Council meetings, a quorum will consist of six of the Voting Members.

- 6.3 Motions, tabled at the Council Meeting, will be passed by a simple majority of those voting members present at the meeting. The Chairperson will have a casting vote, in addition to his/her ordinary vote.

- 6.4 The Chairperson, or in his/her absence, the Vice- Chairperson will be expected to preside at all Council meetings. Otherwise, those present will elect a Chairperson for the meeting.

- 6.5 In consultation with the Chairperson, the Secretary will prepare the Agenda for the Parents Council Meetings and will consult with the Principal on a regular basis, but at least once per term.

- 6.6 The Secretary will keep minutes of all meetings and will distribute all decisions agreed at the Council meetings. Minutes shall be signed and dated by the Chairperson and Secretary. Amendments to minutes shall be duly signed and dated. An agreed summary of Minutes of each meeting shall be displayed publicly on the School's website.

- 6.7 Any Parents Council member, who is absent (without informing The Secretary and without due cause) for three consecutive meetings, is deemed to have resigned.

- 6.8 The Council may invite such persons as they wish to attend their meetings. The Council will inform the Principal/School Management if deemed appropriate and where necessary.

- 6.9 The School Principal has an open invitation to attend all Parents Council Meetings.

7.0 Annual General Meetings: (Known as A.G.M).

- 7.1 An A.G.M. of the Association will be held at a venue to be decided by the Council.
- 7.2 Normally, the A.G.M. will be held in mid-October, but not later than November, thereby allowing for two meetings prior to the A.G.M.
- 7.3 Notification of the A.G.M will be issued to each member of the Parents Association, the Principal and School Management. Nominations for the Parents Council will be made at the A.G.M.
- 7.4 An Extraordinary General Meeting will be called by the Parents Council, when deemed necessary, or when it receives a written request from Parents/Guardians of at least twenty percent of the pupils enrolled in the School, and stating the matter to be discussed at such E.G.M. Except by agreement between the Parents Council and the members requiring the meeting, an E.G.M will be held within 21 days of the written request.
- 7.5 Members will be entitled to not less than 14 days notice of any General Meeting.

8.0 Sub-Committees:

- 8.1 The Council may constitute and/or dissolve sub-committees of the Association, as it considers necessary, to achieve the objectives of the Association. A sub-committee cannot make decisions but can make recommendations and is accountable to the Parents Council.
- 8.2 A sub-committee, constituted for the purpose of Fund-Raising, will operate under guidelines agreed by the Parents Council with, the Principal and/or Board of Management. The objective of a Fund Raising Sub-Committee will be stated clearly and communicated to the Principal and/or Board of Management.

9.0 Annual Reports:

- 9.1 The Secretary and Treasurer will submit Annual reports, for consideration by the members attending the A.G.M. A copy of the annual reports will be made available to the Board of Management.
- 9.2 The Treasurer will be accountable to the Parents Council and the members for all monies which the Association and its activities raise and incur.
- 9.3 The Chairperson and Treasurer of the Fund Raising Sub-Committee will be accountable to the Principal and/or Board of Management for all monies raised/incurred by the Fund-Raising Sub-Committee and its activities.
- 9.4 The Parents Council acknowledges that the Board of Management is the ultimate Guardian and Manager of funds raised by parents on behalf of the School.

10.0 The Constitution:

- 10.1 Changes to the Constitution can be made only at a General Meeting. Any such changes shall require a two-thirds majority of those present and voting at the meeting. Any notice of a motion, which proposes a change in the Constitution, will be communicated to the membership at least two weeks prior to the General Meeting. The proposed changes will bear the names of the proposer and seconder and will be communicated to School Management.
- 10.2. In the event of dissolution of the Association, all its assets will pass to the Board of Management.

11.0 Adoption of the Constitution:

- 11.1 Adoption of the Constitution is subject to approval by a simple majority of Parents/Guardians present at the A.G.M.
- 11.2 Amendments to the Constitution.
Following its adoption at the A.G.M., this Constitution is the only valid document governing the activities of St. Munchin's College Parents Association.

