

Bunreacht Comhairle Tuismitheoirí Choláiste Iognáid

Constitution of Coláiste Iognáid Parents Council

1. Name: The body shall be known as Comhairle Tuismitheoirí Choláiste Iognáid.

2. Aims: The Aims of Comhairle Tuismitheoirí Choláiste Iognáid shall be:

- (i) To promote the role of parents and guardians as prime educators of their children together with their teachers.
- (ii) To inform parents, guardians of their role (rights and responsibilities) with regard to the school.
- (iii) The advancement of the moral, mental, social and cultural wellbeing of the students of Coláiste Iognáid and of the community generally.
- (iv) The fostering of good relations between parents, guardians, teachers, students and the school authorities at Coláiste Iognáid.
- (v) To promote the Ethos of Coláiste Iognáid and the aim of a Jesuit education in the formation of students as persons of competence, conscience and compassion.

3. Membership

All parents or guardians of students attending Coláiste Iognáid shall be automatic members of Comhairle Tuismitheoirí Choláiste Iognáid.

Comhairle Tuismitheoirí Choláiste Iognáid 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 pupils and his/her parents/guardians and the school authorities.

4. Affiliations

Comhairle Tuismitheoirí Choláiste Iognáid is affiliated to the National Congress of Catholic Secondary Schools Parents Associations and the National Parents' Council Post-Primary.

5. General Meetings

The Annual General meeting of Comhairle Tuismitheoirí Choláiste Iognáid shall be held during October of each year.

- (i) The committee shall call extraordinary General Meetings when the committee deems it desirable or when a written request to call an Extraordinary General Meeting is received by the Committee, signed by at least 20 parents/guardians.
- (ii) Written notice will be sent to all members seven days in advance of all meetings.

- (iii) Such notice shall include the agenda for the meeting.
- (iv) General Meetings shall be chaired by the Chairperson or in the absence of the Chairperson by the Vice Chairperson. Otherwise the Committee shall elect one of its members to chair the meeting.
- (v) A quorum for an Annual General Meeting or E.G.M. shall be 20 parents/guardians.
- (vi) If the quorum is not reached at that meeting, another AGM shall take place 7 days after the first AGM.
- (vii) If the quorum is not reached at the second AGM, a quorum of 15 will suffice.
- (viii) The committee may invite to General Meetings such persons as it wishes.
- (ix) The Parents nominees to the Board of Management of Coláiste Iognáid shall give a report at the AGM of Comhairle Tuismitheoirí Choláiste Iognáid.

6. Parents Council Committee

- (a) A Parents Council Committee shall administer the affairs of Comhairle Tuismitheoirí Choláiste Iognáid. The Committee should consist of at least fourteen members, twelve elected and two ex officio.
- (b) The Committee should consist of two duly elected representatives for each of the six class years in Coláiste Iognáid, preferably one male and one female.
- (c) The period of office of representatives, excluding ex officio members, of Comhairle Tuismitheoirí Choláiste Iognáid shall be two consecutive years.
- (d) All elections to Comhairle Tuismitheoirí Choláiste Iognáid shall be conducted by secret ballot at the Annual General Meeting of Comhairle Tuismitheoirí Choláiste Iognáid.
- (e) At the Annual General Meeting, the election for two representatives each for Years 1, 3 and 5 will be conducted together with elections for any other vacancies that happen to arise from other years.
- (f) The Parents' nominees to the Coláiste Iognáid Board of Management shall be ex officio members of the committee but without voting rights at Committee meetings.
- (g) Outgoing Parents Council Committee members will be eligible for re-election but only after a break of a minimum of one year.
- (h) At the first meeting of the new incoming committee shall have as its first business the appointment from among its elected members the officers of Comhairle Tuismitheoirí Choláiste Iognáid: Chairperson, Vice-Chairperson, Secretary and Treasurer.
- (i) Committee meetings shall be chaired by the Chairperson and in his/her absence by the Vice Chairperson.
- (j) In the event of the Chairperson and Vice Chairperson both being absent, the committee shall elect a chairperson for the meeting.
- (k) The Committee shall have power to co-opt members to fill any vacancies which occur on the committee during the period of office of the Parents Council.

- (l) Any co-opted member of the Parents Council shall be deemed to be elected for the purposes of this constitution.
- (m) The Committee shall meet each month from September to June (inclusive) and on such other occasions as it is deemed necessary by the Committee.
- (n) The quorum for such meetings shall be five members of the Committee, but will not include the two ex officio members.
- (o) Members shall be given seven days' notice or more in advance of meetings
- (p) The Committee may invite to General meetings or to committee meetings the Principal, Vice Principal and such persons as the Committee decides.
- (q) Minutes of all meetings shall be kept by the Secretary who shall present the minutes to the Committee for approval at a subsequent Committee meeting.
- (r) The Committee shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees will consist of members of Comhairle Tuismitheoirí Choláiste Iognáid and shall report to the Committee.
- (s) Committee resolutions shall be passed by a simple majority of those present and voting.
- (t) In the event of a tied vote on a Committee resolution, the Chairperson shall have a casting vote.

7. Election of Parents' Representatives to the Board of Management

- (a) In accordance with the rules governing nomination of Parents' Representatives to the Coláiste Iognáid Board of Management, Comhairle Tuismitheoirí Choláiste Iognáid 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 Secretary of the Committee of Comhairle Tuismitheoirí Choláiste Iognáid three days before the AGM.

8. Changes to the Constitution

This Constitution may be amended from time to time at a General Meeting of Comhairle Tuismitheoirí Choláiste Iognáid.

Such changes will require a two-thirds majority of the members present at the meeting and the agreement of the Board of Management.

9. Dissolution

The dissolution up of Comhairle Tuismitheoirí Choláiste Iognáid shall only be valid if accepted at a General Meeting convened for this purpose. In the event of the dissolution of Comhairle Tuismitheoirí Choláiste Iognáid any assets on hand shall be presented to the Board of Management of Coláiste Iognáid.

10. Annual Reports

The Secretary and Treasurer will submit annual reports for consideration by the members attending the AGM of Comhairle Tuismitheoirí Choláiste Iognáid.

A copy of such reports shall be submitted to the Board of Management.