



# Constitution

**Name:**

The Association will be known as the Ratoath College Parents' Association ("the Association").

**Aims and Objectives:**

The overall aim of the Association will be to work in partnership with all other Ratoath College stakeholders including the Board of Management, Principal, Deputy Principals, teachers and professional staff in furthering the education, learning and moral, mental, social and cultural wellbeing of all our children;

This aim will be underpinned by the following objectives:

- Actively supporting and assisting Ratoath College to become a centre of academic excellence – we will do this by working with the Principal, Deputy Principals, teaching and professional staff in involving the full parent grouping as well as recognising special and particular academic achievement within the student body;
- Fully encouraging and championing, again with the Principal, Deputy Principals, teaching and professional staff the wider development of our children through an extensive use of sports, social, cultural and leisure activities. We will support the involvement of all children including those with minority interest and special needs. Again, we will recognise exceptional achievement and contribution;
- To promote the role of parents or legal guardians as the primary educators of their children
- To provide a forum for the views of parents
- To help ensure parents are kept informed of the developments in the school and in education.
- Ensuring the best possible facilities, support systems and learning environment is available for our children.
- Fundraising to supplement existing revenue streams available to Ratoath College from national and regional sources. We will utilise the funds raised to achieve the earlier objectives and to support exceptional and special initiatives.

A feature of how we will operate will be to provide regular, open communication to the full parent grouping and if necessary support this by meetings and other activities.



## **Membership**

All parents or legal guardians of pupils currently registered at Ratoath College are members of the Association. Membership ceases when a parent or legal guardian ceases to have a child registered at Ratoath College.

All parents and legal guardian members in attendance have the right to vote at General Meetings (both Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs)) of the Association and to hold office in the Association.

A quorum for an AGM or an EGM will be 30 members.

Likewise 30 members can petition the Chairperson in writing to hold an EGM.

## **Committee and Officers**

The Association shall be administered by a committee of current parents or legal guardians ("the Committee").

The Committee will consist of no more than 25 members from whom officers will be elected to the posts of Chairperson, Vice-Chairperson, Secretary, Treasurer and Communications Officer ("the Officers").

Five members of the Committee will constitute a quorum.

Committee resolutions will be passed by a simple majority of those members present and voting. The Chairperson will have a casting vote.

The Principal, Deputy Principals, Two Teachers and Parents' Representatives on the Board of Management of the College will be *ex-officio* members of the Committee. Although *ex-officio* members will be non-voting members of the Committee, their advice, guidance and input will be an essential part of the decision making process utilised by the Committee.

Election to the Committee will take place on the night of the Annual General Meeting, nominations will be sought in advance and if necessary a vote will take place on the night. Committee members will serve for a two year term. They may seek re-election to the Committee subject to being a parent or legal guardian of a child attending Ratoath College. Committee membership, as well as Association membership, will cease on a parent/legal guardian not having a child registered at the school.



The first meeting of the Committee, after the AGM, will elect the Officers i.e. a Chairperson, Vice Chairperson, Secretary, Treasurer and Communications Officer.

Any new officers must have served on the committee in the past or been an active member of the volunteer list prior to taking the role of officer where possible.

No Committee member may serve for more than two years in the same Officer position. However, in the event that no one is available to take up a specific Officer position and it would therefore remain open, the serving Committee member may serve a third year in the position while a suitable replacement is found.

The Committee has the discretion to co-opt additional members of the Association to the Committee. They may, in particular, utilise this power where they feel a particular grouping, e.g. a given year, within the College is under-represented on the Committee.

Committee meetings will take place at least five times each year.

Meetings will be chaired by the Chairperson or in their absence, the Vice Chairperson. Otherwise the committee shall elect one of its members to chair the meeting.

Minutes of all Committee meetings will be taken by the secretary, distributed prior to the next meeting and will be presented for approval at that meeting.

The Committee has the power to appoint a smaller group from within their numbers or non-members if considered necessary, to work on a specific task or initiative. All subcommittees report to the Committee.

No member of the Association/Committee other than the Chairperson, or member nominated by the Committee, will make any official or public statement on behalf of the Association.

Committee members are asked to attend all Committee meetings. Where a Committee member misses three consecutive meetings without reasonable cause it will be assumed that they no longer desire to be part of the Committee and their membership of the Committee will cease.

Any business may be transacted at a regular meeting for which proper notice has been given. A portion of time at each meeting shall be set aside to address any correspondence, suggestions and concerns of the general membership.

The association recognises that problems relating to individual pupils, parents or teachers are a matter for determination between the individual pupil and or parent/guardian and the school authorities.



## Finances

All monies raised will be banked in an account in the name of the Association.

The Committee shall apply funds raised by it to further the aims of the Parents' Association. All funds include any surplus of income over expenditure. The Committee will endeavour to maintain a modest surplus at the end of each financial year.

The financial year for the Parents' Association accounts shall 1<sup>st</sup> September to the 31<sup>st</sup> August. Annual financial accounts shall be prepared for each financial year and presented for the approval of the members of the Parents' Association at the next AGM.

The accounts shall make provision for expenses incurred and not yet paid, and income earned and not yet received.

A copy of the annual financial accounts shall be forwarded to the Board of Management once approved by the Parents' Association.

The Committee shall prepare an income and expenditure plan for each academic year no later than 1st December of that year. Any additional expenditure must be proposed at a Committee meeting and passed by the meeting.

Cheques drawn on the Parents' Association account shall be signed by two signatories. Authorised signatories shall be the Treasurer, the Chairperson, the Secretary and one other Officer. It is preferable that the Treasurer signs every transaction where possible.

When funds allow, an amount may be allocated to charitable events supporting students of Ratoath College. Guidelines are a maximum amount of €100 per event and a total of €400 in any financial year. Any donations are at the discretion of the Committee in consultation with the Principal.



## **Annual General Meeting (and Extraordinary General Meetings)**

The AGM of the Association will take place in the first term of the school year. At least two weeks' notice of the meeting will be provided to all members of the Association.

An agenda, including nominations for the Committee, will be circulated two weeks before the AGM.

The minutes of the previous AGM will be read and proposed for adoption at each AGM.

The Committee will present its activities during the preceding year including a financial statement to the AGM.

The Committee can call an EGM if it considers it necessary or desirable.

## **Changes to this Constitution**

No alterations to this constitution can be made except at the AGM or an EGM called for that purpose. In any event the Committee will review the Constitution and report to the AGM every five years on the outcome of their deliberations.

A two thirds majority of the members present is required to carry an amendment to the constitution.

## **Winding up**

Winding up of the association will only be valid if accepted at a general meeting convened for this purpose. In the event of the winding up of the Association any assets on hand will be presented to the Board of Management for school purposes.