

## **Constitution for the “Donabate Community College Parents’ Council”**

**1. NAME:** The name of the Association shall be the Donabate Community College Parents’ Council (DCCPC).

### **2. Mission Statement:**

The Parents’ Council will operate on the guiding principle that an effective school requires a spirit of partnership between pupils, parents and staff.

The overall goal of the Council is to promote such a partnership and build on the existing strengths of the school.

### **3. Aims and Objectives:**

- The advancement of the moral, mental, social and educational well being of the students of the Donabate Community College.
- The fostering of good relations between parents, teachers, students, principal and the Board of Management.
- To offer parents programmes, information etc, which might help them fulfil their role as the primary educators of their children.
- The election of parents’ nominees to the Board of Management.

**4. MEMBERSHIP:** All parents or legal guardians of students attending the school shall be members and will be automatically entitled to put themselves forward to serve on the committee.

**5. Administration:** The final number to serve on the committee can be determined prior to the AGM and will depend on the number of parents/guardians interested in serving on the committee. 25% of places will be reserved for current serving members and 25% of places will be reserved for new members if so required.

### **6. Committee:**

- The Annual General meeting shall be held during October of each year.
- Notice of AGM will be sent no less than 21 days prior to the date of AGM and an expression of interest in becoming a member of the Parents’ Council will be invited.
- Election of members to serve on the Council will take place at the Annual Meeting. Out-going members will be eligible for re-election.
- The council will elect its officers from within its members at the first meeting after the A.G.M.
- The School Principal or her/his representative or other member of the board shall be an ex –officio member of the council.
- Parent members of the Board of Management are entitled to sit on the Council as non voting members.
- The Committee will meet on the first Wednesday of the Month during school terms or on a date that is mutually agreed with the committee.

- A quorum of 8 will be necessary for meetings to be held.
- The council shall have the authority to co-opt up to 3 people in any one year. The committee shall have the authority to invite non-members to be present at their meetings if they so choose.
- Minutes of all meetings shall be kept by the secretary who shall present the minutes to the Council for approval at a subsequent Council meeting.

#### **7. Finance:**

- A bank account will be opened in the name of Donabate Community College Parents' Council.
- Accounts will be prepared annually for submission to the General Meeting.
- Council funds can only be spent with the approval of the Council.
- All monies collected will be used for the furtherance of the objectives of the Council.
- In the event of the dissolution of the Council the disposal of any funds on hand shall be decided by a General Meeting.
- An Annual Subscription shall finance the Council. The amount of subscription and method of payment shall be decided from time to time by a meeting of the Parents' Council on the advice of the Executive Committee.

#### **8. Amendments to this Constitution:**

- The Constitution shall not be altered, added to, or rescinded, in whole or in part, except by a resolution adopted by two-thirds of those present and voting at a General Meeting.

#### **9. OFFICIAL STATEMENTS AND REPRESENTATIONS:**

- No member of the Council other than the Chairperson or member nominated either by the Chairperson or by the Council shall make any official or public statement or representation on behalf of the Council.

#### **10. LIAISON WITH SCHOOL AUTHORITIES:**

Liaison with School shall normally be maintained through correspondence by the Secretary, or by deputation nominated by the Chairperson or Council, with the Principal or the school and/or his nominees.

The Executive council may, however, should it consider it desirable and appropriate, correspond, in writing, or seek a meeting with the Board of Management.

The Council in discharging its' function, recognizes that the examination and resolution of problems relating to individual pupils or parents will be for determination between the individual pupil and/or his parents and the School Authorities.

The Council also recognises that matters concerning the School Curriculum and its implementation are the function of the School Authorities.

**11.** The Council shall present a report of its activities during the preceding year, including a financial statement at the Annual General Meeting.

Approved at Parents' Council Meeting 2nd December 2009

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Gillian Wright  
Chairperson

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Tina Fleming  
Secretary