



**THE CONSTITUTION OF THE
CISTERCIAN COLLEGE ROSCREA
PARENT ASSOCIATION**

1) The Objectives of the Cistercian College Roscrea Parent Association

- a) The advancement of the moral, mental, social and cultural well-being of the students of Cistercian College and of the College community in general.
- b) The fostering of good relations between parents, staff, students and the school authorities.
- c) The election of parent's nominees to the Board of Management.

2) The Aim of the Cistercian College Roscrea Parent Association

- a) The aim of the parent association is to enable parents to play their part in ensuring the best possible education for their children. The parent association will promote the interests of the students in co-operation with the board, principal, teachers and students, in accordance with the provisions of the Education Act, 1998.

3) The Work of the Cistercian College Roscrea Parent Association

- a) The parent association will undertake a programme of activities which will promote the involvement of parents and which will support pupils, parents and school staff. In planning its activities, the parent association will consult with the school principal. The parent association may advise the principal and board on any matters relating to the school in accordance with the Education Act, 1998, 26 (2)(a).
- b) The Parent Association Committee is the team that will manage the tasks of the association on behalf of the parent body (the members). The committee will arrange with the President and Board of Management a system for ongoing communication.
- c) The Annual General Meeting (AGM) shall be held in October each year, chaired by the elected Chairperson and minutes taken by the elected Secretary. The quorum for an Annual General Meeting shall be 20 parents.

4) The Membership of the Cistercian College Roscrea Parent Association

- a) All parents or legal guardians of students attending Cistercian College Roscrea shall be automatic members of the parent association.

5) The Parent Association Committee

- a) The members of the parent association will elect a number of members who will have responsibility for managing the activities of the parent association, known

as the Parent Association Committee (PAC). This team will serve as the committee of the parent association.

- b) The members of the committee will be elected by the parents of the students in each year. A list of the parents in a year will be sent out to the parents of the relevant year and a selection of names gathered. Based on the names collected and based on their willingness to go forward for election, a postal vote will be conducted and Representatives duly elected for that year. The PAC shall comprise two parents from each year.
- c) The PAC shall consist of a maximum of 14 with a minimum of 6. Each member will be elected for a period of 2 years. Members may go forward for re-election, providing they have a child in the school.
- d) The PAC shall appoint from among its elected members the Officers of the Association: Chairperson, Vice-Chairperson, and the Honorary Secretary.
- e) The PAC shall have the power to co-opt members to fill any vacancies which occur on the Committee.
- f) The PAC shall meet each term and on such other occasions as it is deemed necessary by the PAC. The quorum for such meetings shall be 50% of the members of the PAC.
- g) The PAC may invite to the AGM or to Committee Meetings such persons as the Committee decides.
- h) Minutes of all meetings shall be kept by the Honorary Secretary who shall present the minutes to the Committee for approval at a subsequent Committee Meeting and will be available on the Parent's Association section of the Cistercian College Roscrea's Website.
- i) The PAC shall have the power to appoint sub-committees to assist it from time to time. Sub-Committees may consist of members or non-members of the Association and shall report to the PAC. Parent representatives elected to the board of management are automatically members of the committee.

6) Election of Parents Representatives' to the Board of Management

- a) The following procedure shall apply to the election of parents' representatives to the Board of Management:
 - i) Only parents/legal guardians whose children are currently in the school are eligible to be elected to the Board and only parents/legal guardians whose children are in the school are eligible to vote in the election.
 - ii) The representatives shall be a mother and father/legal guardian of children currently in the school.
 - iii) Candidates for election shall be nominated and elected through a formal nomination and election process which will involve:
 - I. All parents/legal guardians shall be informed of the forthcoming election to the Board.
 - II. Candidates must be nominated and must indicate their willingness to serve on the board.

- III. A postal ballot will be undertaken.
 - IV. The candidates shall be elected by simple majority, based on one non-transferrable vote. In the event of a tie, the elected parent will be determined by lot.
- b) Replacement of a parent representative: If an elected parent has to resign during the term of office, the vacancy may be filled by by-election to be held by the parent body.

7) **Affiliation**

- a) The Cistercian College Roscrea Parent Association is affiliated to the National Congress of Schools Parent Associations.

8) **Co-options and Subcommittees**

- a) The committee may co-opt people onto the committee to assist in their work. Subcommittees can be set up for particular tasks. The subcommittees may also co-opt people to assist in their work. The subcommittees may not make decisions. They are accountable to the main committee.

9) **Amendments to this Constitution**

- a) This Constitution may be amended from time to time at an AGM of the Association. A two-thirds majority of the members present shall be required to carry an amendment to the Constitution.

10) **Official Statements and Representations**

- a) No member of the Association other than the College President or member nominated either by the College President or by the PAC shall make any official or public statement or representation on behalf of the Association.

The Association in discharging its functions recognise 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 Association also recognise that matters concerning the School Curriculum and its implementation are the function of the School Authorities.