



A.M.D.G.

CRESCENT COLLEGE COMPREHENSIVE S.J.
DOORADOYLE, LIMERICK

Constitution

CONSTITUTION OF CRESCENT COLLEGE COMPREHENSIVE, SJ PARENTS' COUNCIL

Mission Statement of Crescent College Comprehensive S.J.- A school committed to the ideals of a Jesuit Education.

Crescent College Comprehensive SJ incorporates the Characteristics of Jesuit Education, which seeks to develop fully each student's religious, moral, social, intellectual, physical and cultural sensibilities.

As an important means of doing this, the school strives to create a strong sense of community among parents, students and teachers.

Membership of Parents' Association:

All parents and guardians of children enrolled in the school are deemed members of the Parents' Association unless they inform the Secretary of Parents' Council to the contrary.

The Association in discharging its functions recognises that the resolution of problems relating to individual pupils or parents will be for determination between the individual pupil and/or parents and the school authorities.

The affairs of the Association shall be conducted by a Council of Parents.

Role of Parents' Council:

The purpose of Parents' Council is to promote the role of parents and guardians as prime educators of their children together with their teachers.

To undertake and/or promote activities, as agreed with the Board of Management, which advance the aims and objectives of Crescent College Comprehensive S.J.

To promote the Ethos of Crescent College Comprehensive S.J. and the aim of a Jesuit education in the formation of students as persons of competence, conscience and compassion.

Election of the Council:

1. Only members of the Parents' Association are eligible for election or co-option to the Council.
2. The election of parent nominees to the Board of Management shall take place prior to the Council election when applicable.
3. The parent nominees on the Board of Management shall, for the duration of their Board Membership, be members of the Council.
4. Nominations for election shall be accepted at the Annual General Meeting, such nominations having been proposed and seconded by other members of the Association

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5. In any case where the nominee is not present at the Annual General Meeting, his or her nomination must be submitted to the Secretary in writing by the nominee before or at the Annual General Meeting and must carry the nominee's consent and the names of the proposer and seconder, both must be members of the Parent's Association and must be in attendance at the Annual General Meeting.
6. A minimum of eight members and a maximum of eleven members shall be elected at the A.G.M of the Parents Association
7. Two members may be subsequently co-opted by the incoming Council.
8. The Chairperson and the Secretary shall retain their respective offices until the first council meeting and may be members of the incoming council.
9. In the case where either the Chairperson and/or Secretary do not wish to retain their position on the Council or that they are no longer eligible to be members of the Association (i.e. as their children have finished their education in Crescent College Comprehensive S.J.), an additional member(s) can be elected at the A.G.M. to replace them.
10. If the list of nominations for vacancies exceeds the available places to be filled, the eleven candidates with the highest number of votes from a single ballot shall be deemed to be elected.
11. Each voter must vote for eleven candidates from the nomination lists.
12. Voting shall be by secret ballot.

Operation of the Council:

- A council meeting shall be held within four weeks of the A.G.M. and the first business of the incoming Council shall be to elect officers of the Association as follows, Chairperson, Vice-Chairperson, Secretary, Asst. Secretary and Treasurer.
- A nominee from the (Parent) Resource Finance Sub-committee and a nominee from the Social & Cultural Committee shall be members of the Council. (See Appendix A.)
- Two teachers, nominated by the teaching staff, shall also be members of the Council.
- Every member of the Parents Association on Parents' Council shall have a vote at Council meetings.
- The School Principal has an open invitation to attend all Council meetings.
- Council may invite to its Council meetings such persons as it wishes.
- If a vacancy arises during the period of office of the Council, such a vacancy may be filled by co-option, at the discretion of the Council.
- No person may hold the position of Chairperson for a period in excess of three consecutive terms of office. A term of office shall be one year.
- The Council meetings shall be chaired by the Chairperson. In the absence of the Chairperson the meeting shall be chaired by the Vice-Chairperson. Otherwise those present shall elect a chairperson for the meeting.
- Council resolutions shall be passed by a simple majority of those members present and voting. The Chairperson will have a casting vote.
- A quorum at a Council Meeting shall be 50% of members plus one.
- An agenda with minutes of the previous meeting shall be communicated to each member of the Council at least 7 days prior to the meeting, unless urgent circumstances require a shorter notice; but the proceedings of any meeting shall not be invalidated by any irregularity in respect to such notice or by reason of any business not having been placed on the Agenda.
- The Secretary shall keep minutes of Council meetings. In the absence of the Secretary, the Assistant Secretary shall keep the minutes of the Council Meetings. Otherwise, those members present shall elect a member to act as Secretary for the meeting.
- Council shall endeavour to meet once a month during school term and not less than 7 times during the school year.

General Meetings:

The Annual General Meeting shall normally be held in the month of September, but not later than the first week in October.

An e-mail, text message or written notice will be sent to all members of the Association at least two weeks in advance of the Annual General Meeting.

If a member of the Association wishes to have an issue discussed at the AGM they should inform the Secretary of the Council in writing at least eight days prior to the AGM. The matter can then be placed on the Agenda.

Annual General Meetings shall be chaired by the Chairperson of Parents' Council. In the absence of the Chairperson, the Annual General Meetings will be chaired by the Vice-Chairperson. Otherwise Council shall elect one of its members to chair the Meeting.

Council may invite to its Annual General Meetings such persons as it wishes.

A quorum of an Annual General Meeting or E.G.M. called by Parents' Council shall be fifty members. If the quorum is not reached at that meeting, another AGM shall be take place 7 days after the first AGM. If the quorum is not reached at the second AGM, a quorum of 25 will suffice.

Extraordinary General Meetings will be called by Council when it deems it desirable or when it receives a written request by parents or guardians of 50 pupils enrolled in the school.

Annual Reports:

The Chairperson, Secretary, and the Chairperson of the (Parent) Resource Finance Committee shall submit annual reports for consideration by the members attending the Annual General Meeting. A copy of the Annual Report shall be made available to the Board of Management.

The parents nominees to the Board of Management or a representative of the Board of Management shall give a report at the A.G.M. of the Association.

Alterations to Constitution:

Changes to the Constitution shall be made only at an Annual General Meeting or at a meeting of members of the Parent's Association called for that purpose. Such changes shall require a two-thirds majority of the members of the Association who are present at the meeting.

Recommended changes will be available to view by parents and guardians in the school or on the school web site. Any Notice of Motion of a meeting which proposes a change in the Constitution shall be communicated to the Board of Management. Any such change shall be subject to the provisions of the Charter of the school as laid down in the indenture between the Minister for Education and Skills and the Provincial of the Society of Jesus in Ireland.

Election of Board of Management Members:

The election of parents nominees to the Board of Management (One male and one female) shall take place at the A.G.M. prior to the Council election when applicable.

Nominations for these posts shall be forwarded to the Secretary of Parents Council in writing at least eight days prior to the AGM. No nomination shall be accepted after that date.

All nominees must be present on the night of the AGM.

Role of Parents' Nominees to the Board of Management:

The parents' nominees to the Board of Management are invited to give an agreed report to Council Meetings. A parent nominee who attends and reports to less than three Parents Council Meetings during a school year, except for reasons approved by the Council, shall cease to be a member of the Parent Council, and will have to seek re-election to the Board of Management at the next A.G.M.

The Parents nominees to the Board of Management shall attend Board of Management meeting also.

Subject to the provisions of the Charter of the School as laid down in 28th November, 2003 between the Minister for Education and the Provincial of the Society of Jesus of Ireland. Two parents shall be elected to membership of the Board by the parents, at A.G.M. Removal from

office of a Parents Nominee shall be valid only when a motion of such effect is approved by their electorate. A parents nominee may resign from the Board by communicating in writing to the Sec. General of the Department of Education and Skills. The term of office for a parent nominee shall be five years. If the parent nominee is no longer the parent of pupil enrolled and attending the school, that nominee shall resign. An election to fill such vacancies shall only be for the remaining term of office of that Board of Management. The Parents' Council shall ensure that any vacancies that occur during the school year are filled until the A.G.M. is held by way of interim nomination to the Board. Such nomination shall be from within the Council membership. Such election shall be communicated to the Association members.

Parents note the requirement of Section 27.6 of the Administrative and Financial Guidelines for Community and Comprehensive Schools: The Board should take any necessary steps to ensure that fund raising by outside groups such as parents associations or past pupils is carried on at arm's length from the Board even in circumstances where the school may be the ultimate beneficiary of funds raised. The Board should also satisfy itself that the fundraising body is properly constituted and has adequate internal accountability arrangements.

The Board only becomes accountable for funds raised by these groups where these are paid over to the Board. (Extract)

Parents Council acknowledges that the Board of Management is the ultimate guardian and manager of funds raised by parents on behalf of the school.

(Parent) Resource Finance Sub-committee:

This committee is a sub-committee of Parent's Council.

Election of the (Parent) Resource Finance Sub-committee:

1. *Any members of the Parent's Association are eligible to be members of the (Parents) Resource Finance Sub-committee.*
2. *Six members shall form this Sub-committee. Two other members can be co-opted by the Sub-committee*
3. *If the list of nominations for vacancies exceed the available places to be filled, the six candidates with the highest number of votes from a single ballot shall be deemed to be elected. Each voter must vote for six candidates from the nomination lists. Voting shall be by secret ballot.*
4. *Election of officers will take place at the first meeting in the academic year of the (Parents) Resource Finance Sub-committee.*
5. *Nominations for the post of Chairperson, Secretary, Treasurer and Representative to the Board of Management Finance Sub-Committee shall be proposed and seconded by members present at their first meeting.*
6. *The Chairperson or his/her representative shall be an ex-officio member of Parent's Council.*
7. *A member of the Board of Management (or their representative) shall be a member of the (Parent) Resource Finance Sub-committee*
8. *Two member of the Teaching Staff shall also be members of this sub-committee.*
9. *The School Principal (or his/her representative) shall be an ex-officio member of the sub-committee.*
10. *Each of the above members shall have one vote on this sub-committee. Where necessary the Chairperson shall have a casting vote.*
11. *No officer may hold the position of Chairperson for a period in excess of three consecutive terms of office.*
12. *If a vacancy arises during the period of office of the Sub-committee such a vacancy may be filled by co-option, at the discretion of the Sub-committee, and approval by Parents Council.*
13. *During the academic year the Sub-committee shall hold meetings on a monthly basis or more regularly if it feels necessary.*

Reporting Structure from (Parent) Resource Finance Sub Committee to Parents Council:

The Chairperson or his/her representative shall attend at at least 5 Parents Council Meetings during the course of the academic year and make a report to Parents Council at these meetings.

Parent Representative to the Board of Management Finance Sub-Committee:

The Chairperson or his/her representative from within the parent members of the Resource Finance Sub-committee shall represent Council on the Board Finance Sub-committee. This parent is effectively the liaison between the Board of Management Finance Sub-committee and the Parent Resource Finance Sub-committee.

Social & Cultural Committee – (See Appendix A)

Any parent or guardian of a student in Crescent College Comprehensive S.J. can join the Social and Cultural Committee and new members are always welcome.

Election of officers

1. Election of officers to the Social and Cultural Committee will be held in March/April each year.
2. Nominations for the post of chairperson, secretary, treasurer to the Social & Cultural Committee shall be proposed and seconded by members present at the A.G.M.
3. Social and Cultural nominee to Parents' Council will also be proposed and seconded at this A.G.M.
4. If the list of nominations for vacancies exceeds the available places to be filled, the candidates with the highest number of votes for each post from a single ballot shall be deemed elected.
5. Voting shall be by secret ballot.
6. The term of office is usually 2 years and should a vacancy arise during this period, nominations shall be sought and election will take place as soon as possible.
7. Two teacher, nominated by the teaching staff, shall also be members of this committee.

Meetings

During the academic year the Social and Cultural Committee meets on the 2nd Monday night of the month in the school staff room

Reporting structure from Social and Cultural Committee to Parents Council

The representative elected at the Social and Cultural Committee A.G.M. shall attend, and report to Parents' Council meeting.

Appendix A

Role of Social and Cultural Committee:

This committee, which is self-financing, provides assistance and support at various functions that take place in the school. Amongst other things it provides refreshments for:-

- Parent /Teacher meetings
- New parents information nights,
- Mass for deceased past pupils/staff/ family members.
- Ski Tour meeting.
- Transition year information evening.
- Any other meetings as requested by principal that may take place during school year.
- They also arrange and run a raffle at the school show. This Committee is financed by funds raised from a raffle run each night during the School Show.
- They also provide refreshments for the orchestra and arrange and run an end of show disco with food and refreshments.
- They provide and prepare all refreshments and food for graduation night.
- They also shop, prepare, and cook for 6th year retreats held in September.

During the academic year the Social and Cultural Committee meets on the 2nd Monday night of the month in the school staff room.

If you wish to become a member of the Social & Cultural Committee please contact a member who will make you aware of the next meeting.

(Parent) Resource Finance Sub-committee:

The (Parents') Resource Finance Sub-committee makes recommendations to the Board of Management Finance Committee on the distribution of parents' contributions in the hope that they would be used in as wide and effective a manner as possible so that the school and the

widest possible body of students gets the greatest benefit in relevant areas by the responsible use of financial and property resources.

The Primary use of Parent Donations is the funding of co- and extra-circular activities in the school on areas not funded by the DES and the repayment of loans on infrastructural spending that has enabled the school to provide a range of otherwise unattainable physical resources. It is recognised, however, that in times of severe Government and other funding cut-backs that it may be necessary to re-direct funding to areas which would not normally have been funded from these resources.

The Sub-committee also advises Parents' Council concerning the financial affairs of the Resource Funds.

The Board of Management set priorities and draft the annual spending budget. The sub-committee views the Budget and makes recommendations.

Board of Management:

The Board of Management consists of eight persons all of whom are appointed by the Jesuit Trustee, the Provincial of the time. The Board comprises nominees of the trustee, the parents and the teaching staff. The term of each Board of Management is five years.

Four members are nominated by the Provincial, one of whom is the Chairperson.

Two members are nominated by election of parents or legal guardians of children currently in the school at the Parents Council AGM.

Two members are nominated by election of all the current pro-rata contracted, job-sharing and current full-time teachers who have a contract for 13 weeks or more, on the staff of the school on the date of the election.

The Board of Management is responsible for the proper conduct, management and financial administration of the school subject to the general supervision and control of the Trustee.

In keeping with best practice the Board of Management of Crescent College Comprehensive S.J. is committed to ongoing review of Child Protection and all school policies.

The Board will ensure that the School shall be conducted in accordance with the religious and educational philosophy of the Society of Jesus and in accordance with such Statutory Rules and Regulations of the Department of Education and Skills and cognizant of Oireachtas legislation concerning discrimination.

For all queries / enquiries in relation to parents Council or if you want to bring something to the attention of Parent's Council please email cccparentscouncil@gmail.com