

## MERCY SECONDARY SCHOOL MONTHAWK TRALEE CONSTITUTION OF THE PARENTS' COUNCIL

### **Name**

This Body shall be known as the Mercy Secondary School Mounthawk Parents' Council (hereinafter called the "Parents' Council")

### **Aims**

- To act as a voice for the parent/guardian population in the school, by raising issues that are of concern to parents/guardians and addressing these issues with school management.
- To help further the educational objectives of the school in keeping with its Catholic ethos.
- To encourage active parent/guardian participation in promoting the well-being and interests of all pupils in the school.
- To ensure the rights of parents/guardians to consultation with school management and to ensure that parents/guardians are informed of developments and changes in education.

### **Membership**

- Membership shall be open to the parents/guardians of all pupils enrolled in the school. Parents/guardians are invited and encouraged to join the Parents' Council at the autumn AGM or at any time during the year. Parents' Council will endeavour to ensure that each year group should have at least one representative on the Parents' Council.
- The Parents' Council shall elect its own officers at its first ordinary meeting held at the start of each academic year.
- The Parents' Council shall co-opt (a) the Principal and (b) a member of the teaching staff who will be elected by the members of the staff, as non-voting members. The Parents' Council shall also co-opt other members when it is deemed necessary.

### **Annual General Meeting**

An Annual General Meeting (AGM) of the parents/guardians of pupils enrolled in the school shall be held at least once yearly, preferably in the autumn term.

### **Officers**

Officers shall consist of Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Public Relations Officer. The indicative roles of each of the above are included in Appendix 1 to this Constitution.

### **Extraordinary General Meeting**

An Extraordinary General Meeting (EGM) of all parents/guardians may be called on a majority decision of the Parents' Council or at the written request of at least 20 parents.

### **Finance**

Any two signatures of those of Chairperson, Secretary and Treasurer shall be required to sign cheques drawn on behalf of the Parents' Council

### **Amendments**

Any amendment to the Constitution shall be passed by a simple majority of those attending the AGM. Notice of the proposed amendment should be submitted in writing to the Secretary, not later than two weeks prior to the AGM.

## **APPENDIX 1**

### **Chairperson:**

- Preside over meetings in a fair and unbiased manner
- Ensure that the Parents' Council functions properly and that issues are dealt with in an orderly and structured fashion
- Encourage and facilitate active participation by all parents/guardians present
- Be familiar with procedures
- Have all relevant information
- Have knowledge of the Constitution
- Protect the equal rights of all students and parents
- Consult with Secretary on Agenda
- Support Secretary between meetings
- Be the official public representative of the Parents' Council
- Be the contact/link person to the Board of Management and the Principal

### **Secretary:**

- Convene regular monthly meetings
- Be the recording Secretary and accurately record the minutes of the Parents' Council meetings
- Promote continuity by: (a) ensuring that decisions made at the meetings are carried out and (b) ensuring that any necessary follow-up and/or long-term action, is progressed and satisfactorily concluded
- Convene emergency meetings (in consultation with the Chairperson)
- Liaise with school Management and Parent's Council as need arises
- Deal with all communications arising from Parents' Council business

### **Treasurer:**

- Keep accounts of the Parents' Council (Income and Expenditure)
- Ensure there is transparency and accountability in financial matters
- Reconcile the records with the Parents' Council bank account
- Ensure there is a minimum of two signatories on all cheques
- Make no payment without an invoice
- Ensure a Treasurers Report is an Agenda item for each meeting
- Issue receipts for monies received
- Present annual accounts to the Annual General Meeting and to the Board of Management

### **Public Relations Officer:**

- Promote the Parents' Council amongst the general parent body with particular emphasis on first years' parents
- Communicate relevant information to media outlets
- Have presence at first year events to raise awareness of Parents' Council amongst parents
- Liaise with Student Council
- Establish links with Parents' Councils of other local schools