



C.U.S.
Catholic University School

Constitution of the Parents' Association

Preamble

We the parents and guardians of students of Catholic University School (CUS) acknowledge that:

CUS is an educational institution under the trusteeship of the Marist Order.

The philosophy of the school addresses the challenge of forming our pupils into young men who display courtesy and sensitivity to all and who can act with integrity and a sense of responsibility. CUS as a school strives to evoke in our students a gratitude for what they have received that will in turn impel them to be generous towards those in society who have been less fortunate. The school aims to educate them to recognise and accept their responsibility in playing their part to create a more just and Christian society.

In accordance with section 26 of the Education Act 1998, the parents and guardians of students of CUS are hereby constituted as a parents' association of CUS as follows:

1. Title and Membership

1.1 The Association shall be known as the CUS Parents' Association (CUSPA).

1.2 All parents and guardians of children enrolled in and currently attending CUS are deemed to be members of CUSPA and eligible to serve on the CUSPA Committee. The CUSPA Committee will make every effort to encourage active membership by parents/legal guardians, especially for new families or families for whom language or cultural backgrounds may present an obstacle to participation and will commit to participate in school events and activities.

1.3 Where appropriate for the achievement of its objectives, CUSPA may develop relationships with other Secondary School Parents' Associations or other organisations.

2. Objectives

2.1 To support and initiate, where appropriate, activities which advance the aims and objectives of CUS, as outlined in the CUS Mission Statement, without interference in or with the process of governance and management of CUS.

2.2 To encourage parents and guardians to take an active interest in the school.

2.2 By actively creating and promoting opportunities for discussion between parents and guardians, provide opportunities for discussion, information and consultation about matters of common and or topical interest to parents, teachers and pupils of CUS.

2.3 To promote and support the role of parents and guardians as educators of their children.

2.4 To proactively create a sense of community among parents and guardians so that all can advance in a spirit of co-operation and mutual support to the benefit of parents, guardians, pupils, and teachers.

2.5 To represent the views of parents and guardians on school policies and activities including but not limited to occasions where such input is requested by the Board of Management or the Principal.

3. The Committee of CUSPA

3.1 The affairs of CUSPA shall be conducted by a Committee consisting of up to 24 voting members elected at the Annual General Meeting as set out in paragraph 5.

3.2 In the event of any positions not being filled the Committee will have the authority to fill the vacancy by co-option.

3.2.1 From the date of adoption of this Constitution, the period of office shall run for two years from the date of election or co-option. Those parents or guardians who are in post on the Committee as at the date of adoption of this Constitution may serve the remainder of their 3-year term.

3.2.2 Parents or guardians who remain eligible after this term and who wish to continue to serve must seek re-election.

3.3 In the absence of just cause notified in advance and accepted by the Committee, an elected or co-opted member of the Committee having not attended at three (3) consecutive meetings of the Committee will, at the discretion of the Committee, be deemed to have resigned from the Committee.

3.4 If a vacancy arises during the period of office of the Committee such vacancy may be filled by co-option at the discretion of the Committee and The Board of Management.

3.5 The Committee may constitute and dissolve sub-committees and working parties as it considers desirable. All sub-committees and working parties will report to the Committee. Parents and guardians who are not members of the Committee can be members of any sub-committee.

Officers of CUSPA

3.6 Where there is a vacancy, normally at the first meeting after the AGM, the Committee shall elect the officers of CUSPA by secret ballot as follows:

- Chairperson
- Deputy Chairperson

- Secretary
- Treasurer.

Chairperson

3.6.1 Committee meetings shall be chaired by the Chairperson or in the absence of the Chairperson the Deputy Chairperson. Otherwise, those members present shall elect a Chairperson for the meeting.

3.6.2 The Chairperson will agree the meeting agenda with the Secretary in advance of each meeting.

Deputy Chairperson

3.7 The Deputy Chairperson will provide support to the Chairperson and assume the role of the Chairperson in the event of the Chairperson being indisposed.

Secretary

3.8 The Secretary will keep minutes of all decisions agreed at the Committee meetings. In the absence of the Secretary, those Committee members present shall elect a Committee member to act as secretary for the meeting.

3.8.1 The Secretary will distribute the agenda to each member of the Committee at least one day before the meeting.

3.8.2 The minutes of the previous meeting will be tabled for approval by the Committee at its next meeting.

3.8.3 The Secretary will act as PRO for the Parent Association and will arrange all communications from the Committee to the wider parent body.

Treasurer

3.9 Committee members are accountable to the Treasurer for all monies coming into their possession in relation to CUSPA events and activities.

3.9.1 The Treasurer is accountable to the Committee for all monies coming into his/her possession in relation to CUSPA events and activities.

3.9.2 No monies will be expended in relation to CUSPA, its events or other activities unless first generally approved by the Chair and treasurer Committee.

3.9.3 The Treasurer is responsible for the timely disbursement of funds to meet any expenditure necessary for CUSPA once approved by both the Chairperson and Secretary.

4. CUSPA Committee Meetings

4.1 CUSPA acknowledges that matters relating to individual students are outside the remit of CUSPA and no discussion regarding an individual teacher or other member of staff should take place at meetings of CUSPA.

4.2 Meetings of the CUSPA Committee will be held a minimum of 6 times in any one year. Meetings will usually be held each month during school terms, usually on the first Tuesday.

4.3 All Committee Meetings will be held in the school and with prior notice given to the Principal of the meeting. The Meeting room may be booked through the Principal/Deputy-Principal.

4.4 A quorum at meetings will consist of six Committee members, at least two of whom are elected officers.

4.5 All meetings are to be held following 7 days' notice provided to all members of the Committee via text or email.

4.6 Though not a member of CUSPA, the Principal and or Deputy Principal may, at their discretion, attend and address any meeting of CUSPA or its sub-committees.

4.7 Committee members may suggest items for inclusion on the Agenda. All suggestions for inclusion should be made through the Secretary.

4.8 Subject to clause 4.9, Committee resolutions shall be passed by a simple majority of those members present and entitled to vote. The Chairperson will have a casting vote.

4.9 The Committee may remove a Committee member at a Committee meeting, having given two weeks' written notice of a motion to be proposed at a meeting to that effect. To be valid, the motion must be supported by a minimum of six members of the Committee. Notwithstanding the provisions of clause 4.8, a motion to remove a member of the Committee may only be passed by a two-thirds' majority of the Committee members present voting in favour of the motion.

5. Annual General Meetings of CUSPA

5.1 The Annual General Meeting will be held no later than 6 weeks following the commencement of the new academic year. Notices of the proposed date of such AGM will be issued at least 10 days in advance.

5.2 The election of members will take place at the AGM to fill positions vacated by members who have completed their term of office or are deemed ineligible due to the completion of their son's active attendance at CUS.

5.3 The quorum for a General Meeting shall be twenty members of CUSPA, including at least one officer of the Committee and three members of the Committee

5.4 CUSPA members shall be entitled to not less than ten days' notice of any General Meeting.

5.5. General meetings of CUSPA shall be chaired by the Chairperson. In the absence of the Chairperson, the Deputy Chairperson shall chair CUSPA meetings. Otherwise, those Committee members present shall elect a chairperson for the meeting.

5.6 An Extraordinary General Meeting will be called by the Committee when it deems it desirable, in consultation with the Principal, or when it receives a written and signed request for such a meeting by the parents or guardians of ten per cent or more of the students enrolled in CUS.

6. Communications from CUSPA

6.1 CUSPA will communicate regularly with the parent body through the School App, School Email system and any other medium as they become available.

7. Amendments to this Constitution

Amendments to the Constitution may be made at the AGM but an extraordinary general meeting (EGM) meeting may be held if required.

Signed this day *6th February 2024*

Signature of Chairperson of CUSPA

Rachel McLaughley