**Drumcondra Education Centre**

# **An tIonad Oideachais Droim Conrach**

#  **Constitution**

# **Preamble**

# This Constitution will at all times be in accordance with the documents *‘Guidelines for the Administration of Education Centres and Financial and other procedures*’ issued by the Department of Education and Skills (DES). (Section 37, Education Act, 1998)

1. **Title:**

* 1. The Centre shall be known as Drumcondra Education Centre, An tIonad Oideachais Droim Conrach
	2. (Hereafter referred to as the Centre)

 **Definition of the Education Support Centre as per Education Act 1998**

 **Education Act 1998 – Section 37:**

1. In this section "Education Support Centre" means a place in which services are provided for schools, teachers, parents, boards and other relevant persons which support them in carrying out their functions in respect of the provision of education which is recognised for that purpose by the Minister for Education & Skills (Hereafter referred to as the Minister) in accordance with *subsection (2).*
2. The Minister may recognise a place as an Education Support Centre and where the Minister so recognises a place he or she shall cause the name and address of that centre to be entered in a register maintained by the Minister and available for inspection by members of the public during normal working hours.
3. An Education Support Centre shall have a Management Committee, to manage the business and staff of that centre.

(iv) A committee established in accordance with *subsection (3)* shall be a body corporate with perpetual succession and with power to sue and may be sued in its corporate name and no action shall lie against a member of a board in respect of anything done by that member in good faith and in pursuance of their functions as such members.

(v) The Minister may withdraw recognition from an Education Support Centre.

(vi) The Minister may, from time to time, make regulations relating to all or any of the following matters:

(*a*) Procedures for the appointment of Management Committees;

(*b*) The appointment and remuneration of staff;

(*c*) The making of grants to Education Support Centres;

(*d*) The provision of information to the Minister on any matter relating to the operation of Education Support Centres

(*e*) Access to an Education Support Centre and to the financial and other records of that Education Support Centre by persons appointed by the Minister, and

(*f*) Such other matters relating to the operation of such Centres as the Minister considers appropriate.

**2. Aims and Objectives**

The aims, objectives and functions of DEC, to the extent that its resources permit, will be:

* 1. To provide professional development, training and support for educators and the wider school community, both in terms of meeting locally researched and identified teacher and school community needs and also through involvement in national in-service programmes.
	2. To be involved, as a major strategic resource within education, in a range of national and other projects, programmes and initiatives as may be decided by the Minister, following consultation and in partnership with Education Centres, for implementation in the education system from time to time
	3. To act as far as possible as a resource and meeting centre for the local school community
	4. To actively promote its role in regard to all of its major functions.
	5. To develop expertise in key areas as agreed by Education Centres in consultation and partnership with the Department and to share such throughout the Education Centre network, ATECI and the education system in general.
	6. To co-operate and engage with other Education Centres, full and part-time, so as to ensure that an effective network of Centres is established and supported.
	7. To sustain and continue to develop current links with national and international agencies in the promotion of school leadership and the development of schools as ~~a~~ learning communities.
	8. To observe the terms of circulars which may be issued by the DES to Centres from time to time.

**3. Title and Ownership of the Centre**

3.1 Ownership and management of the Centre and associated property is vested in in the Management Committee.

3.2 In the event of the Centre ceasing to operate as an approved Centre all property /stock/equipment/cash and all assets of any type will become the property of the Minister.

**4. Membership**

4.1 Centre catchment area is Dublin North City and County. Membership will include Early Childhood educators, Primary and Secondary level teachers, Further Education, Youth Reach and Adult Education teachers, retired teachers and Special Needs Assistants resident or working in the catchment area.

 4.2 Other persons may also become members, at the discretion of the Management Committee.

4.3 Non-members will not be admitted to meetings, including sub-committee meetings and the AGM, except by invitation of the Management Committee and will then be bound by current centre policy as applies to all recognised members.

**5. Management Committee of DEC**

 The Centre shall be managed by a Management Committee consisting of:

5.1 Not more than 12 educator members~~,~~ elected by members of the Centre at the annual general meeting of the Centre. Due regard will be given to achieving a balance between all educator sectors as far as is reasonably possible.

5.2 Representatives of parents and school management in the Centre area are eligible to be nominated to Centre's Management Committee in accordance with procedures determined by the Management Committee.

5.3 Not more than 5 persons may be co-opted annually by the Management Committee as either voting or non-voting members

5.4 Not more than 2 members representative of parents in the Centre's area nominated by the Parent bodies recognised by the Education Act and any subsequent legislation or amendment (one each from the Primary and Post Primary).

5.5 Not more than 2 members of recognised school management bodies, representative of school management in the Centre's area (one Primary and one Post Primary), may be nominated annually, by agreement of representatives of school management bodies in the area.

5.6 The Director of the Centre will act as Secretary to the Committee.

5.7 The minimum number of persons on a Management Committee shall be 12, with the majority being educator members.

5.8 Membership of the Management Committee may be terminated by a vote of two thirds of the committee for reasons determined by the Management Committee e.g. Meeting non-attendance (for more than three consecutive meetings without appropriate explanation), Gross misconduct or membership of more than one Education Centre Management Committee.

5.9 A quorum of 6 members is required to ratify Management Committee meeting decisions.

5.10 The Management Committee shall have the power to appoint and dissolve sub-committees to undertake

 specific functions, which may occur from time to time. Management Committee have the power to co-opt

 non-Management Committee members to such sub-committees. These sub-committees make

 recommendations to Management Committee for decision making.

5.11 The officers of the Management Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer and Vice-Treasurer elected annually by the Management Committee from amongst its members. A person may not hold a specific officer position, for more than a maximum of 5 consecutive years. They may serve a second term but there must be a minimum of twelve months between terms.

5.12 Where officer positions become vacant during the year, these may be filled for the remainder of the year by the Management Committee in the same manner as the original appointments were made until the next AGM.

5.13 The Management Committee shall be responsible for ensuring that the Centre carries out its full range of functions in an effective and efficient manner and that the terms of Guidelines, the Financial Procedures and any other Circulars, terms and conditions relevant to the Centre, notified by the DES, are duly observed. Breaches of the Guidelines should be brought to the attention of the DES as soon as possible.

5.14 The Management Committee shall meet a minimum of six times each year and will decide the frequency of its meetings.

5.15 Centre General policy will be defined by the Management Committee.

**6. Director**

6.1 The Director will be chief executive of the Centre and will be responsible to the Management Committee. The Director, in conjunction with the officers of the committee, will have responsibility for day-to-day management of the Centre and its operations, in accordance with the ‘Guidelines, the Financial Procedures for Centres and other Circulars’ as may be issued from time to time by DES

6.2 The Director of the Centre shall be appointed by the Management Committee in accordance with DES regulations. The job description and duties will be determined by the Management Committee.

6.3 Where the post of Director is vacated for any reason a successor will be appointed in accordance with DES regulations.

6.4 The remuneration and other conditions of appointment of a Director will be as approved from time to time by the DES, with the agreement of the Minister for Finance.

**7. Annual General Meeting and Other** **Meetings**

* 1. An annual general meeting shall be held no later than the end of June each year. All members are entitled to attend.

7.2 Members can put forward motions to the AGM for change of policy to be considered by the Management Committee. Such motions require a simple majority. Motions that propose alterations to the constitution require a two thirds majority. All motions must be submitted at least 28 days before the date of the AGM.

7.3 All motions must be submitted in writing to the Director.

7.4 The following business shall be transacted at the annual general meeting:

1. Minutes of the previous AGM adopted and noted.
2. Amendments to the Centre's Constitution; the Centre's Constitution must in no respect conflict with Guidelines agreed between Education Centres and the DES, the Financial and other Procedures documentation or any other regulations applicable to Education Centres; a copy of the Centre's Constitution and any other procedures adopted by the AGM must be submitted to the DES for approval within three months of its being adopted.

1. The election of the nominated members of the Management Committee by the members present.

(d) Consideration of a draft annual report prepared by the Director for the year ending on the preceding 31 December.

(e) Consideration of the audited accounts for the year ending on the preceding 31 December and the Honorary Treasurer's report for the same period.

(f) Consideration of both long and short term plans for the development of the Centre, which will include a specified programme of activities by the Centre for the current calendar year.

7.5 The Management Committee may call such further general meetings for particular purposes as it sees fit from time to time in the course of the year. The provisions concerning attendance and notification for annual general meetings will apply in the case of these special meetings except in the case of emergency meetings when the manner and period of advance notice may be decided by the Management Committee.

7.6 A copy of the Annual Report will be forwarded to the DES within one month of the AGM.

7.7 **Failure to Constitute a Management Committee**

(i) In the event that it is not possible to constitute a Management Committee as provided above, the outgoing Committee shall remain in place until an Extraordinary General Meeting is called.

(ii) In the event of difficulties arising in relation to the formulation of a Management Committee, the DES shall be informed by an officer of the out-going Committee.

**8. Financial procedures**

8.1The financial year is from 1st January to 31st December.

8.2 The finances of the Centre shall be maintained as per the Financial Guidelines and appendices issued by the Teacher Education Section of the DES.

8.3 The Centre will furnish annually to DES a report of its activities and an audited statement of income and expenditure covering the previous financial year.

##  This Constitution supercedes all previous Centre Constitutions



Chairperson:

Treasurer: 

Date: 13th May 2019

**Amended at AGM, 13th May 2019**