

ASSOCIATION OF TRUSTEES OF CATHOLIC SCHOOLS

CONSTITUTION

1. NAME: The name of the body shall be the Association of Trustees of Catholic School

2. MAIN OBJECT:
The main object for which the body is established is to address the concerns of Trustees/Patrons and to promote best operational practice in the exercise of Trusteeship/Patronage of schools on behalf of the Catholic Church.

3. SUBSIDIARY OBJECTS: In furtherance exclusively of the foregoing main object the body shall have the following subsidiary objects:
 - a. To develop a common voice response on issues related to the exercise of Trusteeship/Patronage of the Members.
 - b. To address the concerns of Members
 - c. To represent Members in existing and emerging fora.
 - d. To provide opportunity for collaboration and efficient use of resources
 - e. To promote and coordinate creativity and innovative approaches.
 - f. To be a point of contact for outside agencies.

4. POWERS: To the extent that the same are essential or ancillary to the promotion of the main object, as heretofore set out, the body may exercise the following powers:
 - a. rent/lease or buy/build premises as may be needed
 - b. provide equipment as may be needed
 - c. to raise funds
 - d. to apply for grants
 - e. receive money and make payments on behalf of the group
 - f. engage staff to do all such things as are necessary for, or ancillary to the furtherance of the main object.

5. MEMBERSHIP OF THE ASSOCIATION:
 - a. Membership of ATCS shall consist of one named representative of each of the participant Trustees/ Patrons of Catholic Schools in Ireland.
 - b. When Trusteeship/Patronage ceases for whatever reason, then Membership of the Association ceases also.
 - c. The Secretary shall keep an accurate register of Members.
 - d. Every person to be admitted to Membership shall be subject to the Constitution of the Association

6 POWERS OF MEMBERS:

The following powers are reserved to the Membership of the Association:

- a The appointment by election of the Members of the Board of the Association.
- b The dismissal or suspension of Members of the Association.
- c Any amendment or alteration to the Constitution of the Association.
- d To approve any fundamental reorganisation of the Association.
- e The level of Annual Fee payable to the Association by the Members.

7 GENERAL MEETINGS:

- a. An Annual General Meeting (AGM) shall be held each year at a time and place decided by the Board at which the Annual Report and Verified Accounts for the preceding year shall be presented and agreed.
- b. A Special General Meeting (EGM) may be called at any time at the request of the Board or one quarter of the Members.
- c. The Secretary shall send a note to each Member, of the date, time and place of any General Meeting decided by the Board, with an agenda, at least one month before the date of the meeting. The Chairperson shall be responsible for convening the meeting.
- d. No decision may be taken at any General Meeting if fewer than one quarter Members attend. A new meeting must be called.
- e. The quorum for meetings shall be one quarter of the Members. The Chairperson shall have a second or casting vote.
- f. Only Members who have paid the annual Membership fee will be eligible to vote at an AGM or EGM.
- g. Motions for the AGM shall be dealt with strictly under standing orders.

8. BOARD OF THE ASSOCIATION:

- a. The general management of the Association shall be vested in the Board of the Association
- b. The purpose of the Board is to promote the objects of the Association
- c. Membership of the Board of the Association shall be for a period of three years and a Member may be reappointed for a successive three years. No person shall be appointed to the Board for more than six years in succession.
- d. Membership shall consist of Chairperson, secretary and treasurer and not less than six and not more than 14 other Members.
- e. The Board shall have regard to the desirability of representation from primary and secondary education sectors.
- f. Paid employees of the Association are not allowed to sit or vote on the Board. They may attend in an advisory capacity.
- g. The Board is responsible for the running of ATCS and must meet a minimum of three times per year. Additional meetings shall be convened at the discretion of the Board.
- h. The Board shall be ultimately responsible in all matters to the Association.
- i. The Board will communicate with Members of the Association on a regular basis.
- j. A Board meeting cannot take place if there are less than five people present.
- k. The Board may fill casual vacancies on the Board until the next AGM by reference to the substitute list agreed at the previous AGM.
- l. Motions for the AGM shall be dealt with strictly under standing orders.

9. FINANCE:

- a. The treasurer shall keep account of all income and expenditure and shall prepare written accounts for the AGM. The financial year shall end on 31st August each year.
- b. All accounts shall be verified by an Auditor or other approved independent person to be appointed by the Board and such accounts shall be made available to the Revenue Commissioners upon request .
- c. The treasurer shall open an account in the name of the Association. All cheques shall be signed by two of the three named people authorised to sign cheques on behalf of the Association. The Chairperson shall be sent a duplicate bank statement

10. INCOME AND PROPERTY:

The income and property of the Association shall be applied solely towards the promotion of its main object as set forth in this constitution. No portion of the body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the Members of the Association. No Officer shall be appointed to any office of the body paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the body. However, nothing shall prevent any payment in good faith by the Association of:

- a. Reasonable and proper remuneration to any Member (not being an officer) for any services rendered to the body.
- b. Reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Body.
- c. Reasonable and proper rent for premises demised and let by any Member of the Association (including any Officer) to the Association.
- d. Fees, remuneration or other benefit in money or money's worth to any company of which an Officer may be a Member holding not more than one hundredth part of the issued capital of such company.
- e. Interest at a rate not exceeding 5% per annum on money lent by any Member of the Association (including any Officer) to the Association.

11. WINDING UP:

If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any asset whatsoever, it shall not be paid to or distributed among the Members of the body. Instead, such asset shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the Association. The institution or institutions to which the asset is to be given or transferred shall prohibit the distribution of its or their income and property among its or theirs Members. Members of the Association shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the asset shall be given or transferred to some charitable object.

12 ADDITIONS, ALTERATIONS OR AMENDMENTS:

No addition, alteration or amendment shall be made to or in the provision of this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

13 KEEPING OF ACCOUNTS:

Annual audited accounts shall be kept and made available to the Revenue Commissioners upon request.

Signed -----
Br. Anthony M. McDonnell
Chairperson

Signed -----
Ms. Eilís Humphries
Secretary

Signed -----
Mr. Jack O'Brien
Treasurer

Date -----

Signed (All other members of the Board)

Sr. Marie Carroll

Ms. Anne McDonagh

Sr. Eilís ni Mongáin

Mons Lorcan O'Brien

Sr. Margaret Corkery

Sr. Anne Marie Quinn

Mr. Paul Scanlan

Date -----