

CHARTER OF POLISH COMMUNITY SCHOOL IN CARLOW, REPUBLIC OF IRELAND

This Charter has been established and approved at the meeting of the Board of the Association and the Parents' Council on October 10, 2013 in Carlow.

CHAPTER I

NAME, TYPE AND AIMS OF THE ASSOCIATION

§ 1. General provisions

The strategic objective of the Association of Polish Community School in Carlow is to spread Polish science, culture and art as well as European and other, sport, integration with Irish circle and society as well as other ethnic, cultural and religious groups. This includes aspects such as:

- conducting classes of Polish, English, foreign languages, history, mathematics, geography and other scientific fields for children, youth and adults,
- conducting and organizing educational and cultural associations as well as sports clubs,
- organizing and conducting festivals, fairs, music, dance and theatre festivals, concerts, art exhibitions, debates, lectures, demonstrations, presentations, scientific and cultural conferences as well as sporting events,
- organizing trips and sport training camps,
- publishing newspapers, magazines and history books about integration, Europe, culture, art and sport that describe today's reality and transformations taking place in the modern world with particular emphasis on mass culture,
- running websites informing about activities set out in the Charter and all events and activities organized by the Association of Polish Community School in Carlow,
- visualisation and marketing of the Association using multimedia, folders and banner ads,
- promoting the Association and its activities in the press, radio, television, the Internet.

The Association of Polish Community School in Carlow realizes aforementioned objectives by conducting Polish Community School in Carlow.

§ 2 Objectives and tasks of the Association of Polish Community School in Carlow.

- The task of the Association of Polish Community School is teaching children and adults living in exile Polish language, history, geography, religion, music, art and foreign languages. Educational care and care for the safety of pupils of the Association.
- The school is referred to as Polish Community School in Carlow and this name will be used in further provisions of the Charter.

- Polish Community School is sovereign, educational, cultural and sporting institution of philanthropic nature hereinafter referred to as Non-Profit.
- The school is located in Bishop Foley School in Carlow, Station Road, Carlow.
- The legal basis for the operation of the Association of Polish Community School in Carlow is this Charter.
- Classes are held only on Saturdays and/or Sundays. Alternatively, in the evening hours from Monday to Friday. Lessons include only those students who pursue compulsory education in Irish schools. Parents of students must provide appropriate declarations on the fulfilment of compulsory education.
- The curriculum is approved by the Teachers' Council in agreement with the Board and after consultation with the Parents' Council.

CHAPTER II

AUTHORITIES OF THE ASSOCIATION

§ 3

The Association of Polish Community School in Carlow is hereinafter referred to as the body running the school on behalf of which the Board of the Association operates.

§ 4

The Authority of the Association is the Board of the Association composed of the Chairman (President) of the Board, Treasurer of the Board and Secretary of the Board (3 people).

§ 5

- Members of the Association are parents of students of Polish Community School in Carlow.
- Members and the Board of the Association operate on Non-Profit basis.
- The Association employs employees.
- Loss of membership in the Association shall be effected by:
 - a) voluntary renunciation of the membership rights by individual members
 - b) exclusion by the Board due to:
 - violation of the Charter and regulations in force in the Association,
 - failure to comply with resolutions of Authorities of the Association,
 - unsettled tuition fees for lessons – allowed maximum two arrear instalments or for other legitimate reasons, e.g. death of a member.
- Before the final decision on the exclusion by the Board, the member has the right to clarify the situation. The Board takes a decision after consultation with other bodies of the Association, the Headmaster of the School and the Chairman of the Council.
- General Meeting of the Board and Members of the Association shall be held at least four (4) times a year. Matters discussed at the General Meeting of Members include: quarterly summary of the activities of the Board; financial statement and other issues relevant for the existence and operation of the School; statement prepared by the Headmaster of the School.

• Competencies of the General Meeting of the Board and Members of the Association shall include:

- a) matters set out in the Charter
- b) personal and financial policy of the Association

8. The Board shall be composed of three (3) persons. The Board shall be elected at the General Meeting of the Board and Members of the Association for a period of two (2) years.

9. The Board shall take decisions by a simple majority of votes in the presence of two third of members of the Board.

10. The Board shall meet at least four (4) times a year at general meetings called the quarterly meetings.

11. Each Member of the Board may lose his place in the Board, if he will not participate in three (3) consecutive meetings of the Board without providing rational reason for his absence (in writing or by e-mail).

12. Resolutions of the Board are open to the public, available to all members of the Association, Teachers' Council, Parents' Council and Reviewing Committee.

13. The Parents' Council consisting of three (3) members operates in the Association as an advisory and opinion-making body. The Parents' Council has the right to inspect the history as well as legal and financial documentation of the Association of Polish Community School in Carlow.

14. The Board shall be responsible for:

- a) supporting work of the Headmaster of the School;
- b) cooperating with the Parents' Council and all the parents who pay for their children's lessons;
- c) determining scope of responsibilities of individual members and people working in the Association;
- d) ensuring facility and material base;
- e) managing expenses related to activities of the Association;
- f) maintaining contacts with parents, ensuring efficient flow of information; the Board is required to submit biannual financial and substantive statements concerning activities of the Association as well as extraordinary financial and substantive statements at the request of the Parents' Council and/or the Reviewing Committee. Extraordinary statement shall be presented to the Parents' Council no later than seven (7) days from submitting such a request to members of the Board by the Parents' Council and/or the Reviewing Committee;
- g) acquiring associates, sponsors, people who want to support activities of the Association;
- h) caring for the PR and marketing of Polish Community School;
- i) convening and organizing General Meetings;

15. Competencies of the Board of the Association shall include:

- a) granting Charter of the School and introducing changes to the Charter;
- b) supervising teaching activities;
- c) approving the curriculum presented by the Headmaster of Polish Community School in Carlow adopted by the decision of the Teachers' Council;
- d) appointing and dismissing the Headmaster of the School;
- e) running and supervising websites of Polish Community School;
- f) repealing resolutions and decisions of authorities of Polish Community School in case of conflict with the law and provisions of the Charter of the Association;
- g) examining contentious issues of the school;

- h) determining remuneration of the Headmaster;
- i) determining in consultation with the Headmaster principles of employment and remuneration of teachers and other employees of the school;
- j) deciding on the amount of tuition fees for lessons;
- k) organizing election to the Parents' Council;

§ 6 Supervisory authority of the Association is the Reviewing Committee.

- The Reviewing Committee is the authority of the Association appointed at the General Meeting of Members to exercise control over its activities.
- The Reviewing Committee consists of the Chairman and two (2) members.
- The Reviewing Committee is not subject to the Board in the scope of performed internal control.
- Members of the Reviewing Committee:
 - can not be members of the Board or remain with them in consanguinity, affinity or subordination in respect of employment,
 - have not been sentenced by a final and binding sentence for the offence of wilful misconduct,
- Responsibilities of the Reviewing Committee shall include:
 - a) monitoring overall activities of the Association;
 - b) providing the Board with conclusions resulting from conducted control;
 - c) right to request convening the Extraordinary General Meeting of Members in the event of finding that the Board does not fulfil its duties set out in the Charter as well as the right to request Meeting of the Board;
 - d) convening the General Meeting of Members in case the Meeting is not convened by the Board within the time limit established by the Charter;
 - e) submitting at the General Meeting of Members requests for granting (or refusal) discharge to authorities of the Association;
 - f) submitting reports on its activities at the General Meeting of Members of the Association
- The Reviewing Committee members can not perform other functions in the bodies of the Association.
- The Reviewing Committee has the right to demand from members and authorities of the Association submitting written or oral explanations concerning controlled issues.
- The Reviewing Committee meets at least once per semester.
- The Reviewing Committee does not participate in the meetings of the Board of the Association, Parents' Council and Teachers' Council.

CHAPTER III

AUTHORITIES OF POLISH COMMUNITY SCHOOL IN CARLOW AND SCOPE OF THEIR ACTIVITIES

§ 7

Authorities of Polish Community School in Carlow are:

- Headmaster of the School

- Teachers' Council

§ 8

The School is managed by the Headmaster who must be a person with a university degree, teaching qualifications and at least 5 years of experience in teaching.

§ 9

The Board may appoint the Headmaster that does not comply with the conditions set out in § 8 only in an emergency situation.

§ 10

- The Headmaster of the school is appointed and dismissed by the Board of the Association.
- The Headmaster of the school may be dismissed if he:
 - personally submits request in this case
 - does not comply with obligations set out in the Charter
 - violates provisions of the Charter of the Association
- In case of dismissal, the Headmaster is required to provide complete documentation of the school to his successor; the relevant protocol concerning transfer of documentation must be prepared by the Commission established for this purpose.

§ 11

Tasks of the Headmaster shall include in particular:

- Direct management of the current operation of the school, exercising control over the course of the teaching and educational processes as well as planning operation of the school.
- Ensuring proper selection of a teachers' group with the required qualification.
- Concluding and terminating contracts related to operation of the school and disposing its financial funds provided by Polish Community School in Carlow for educational purposes.
- Correct running and keeping administrative documentation and the appropriate protection of the school property for the duration of his term of office.
- Chairmanship of the Teachers' Council, preparing and conducting meetings.
- Implementing resolutions of the Teachers' Council within the framework of its core competencies.
- Presenting to the Board of the Association not less than once a year, and to the Teachers' Council not less than twice during the school year information on activities of the school.
- Shaping creative atmosphere of the school.
- Creating climate of mutual respect and cooperation between teachers and students.
- Providing students, teachers and other school employees with adequate working conditions.
- Acting as a mediator in disputes between teachers, students and parents.
- Granting students awards and distinctions at the request of the Teachers' Council. The Headmaster may also grant an award at the request of the Parents' Council or after consultation with the Teachers' Council.

- Deleting students from the list of students after consultation with the Teachers' Council.
- Upholding the good name of the school.
- Withholding resolutions of the Teachers' Council in case of conflict with the law and provisions of the Charter of the School or resolutions of the Board of the Association.

The Headmaster shall immediately notify the Board of the Association about withholding implementation of the resolution, which repeals the resolution in the event of conflict with the law, provisions of the Charter of the School or resolutions of the Board.

§ 12

The Headmaster may appoint a Deputy Headmaster from the teachers' group for a definite period of time after consultation with the governing authority. The person who has previously served as the Deputy Headmaster may be re-appointed to this position. The Deputy Headmaster can be exclusively fully qualified teacher with documented at least three (3) years of teaching practice and who is the member of the Teachers' Council. Detailed scope of responsibilities and powers of the Deputy Headmaster is determined by the Headmaster of the School. The Headmaster shall notify the Teachers' Council about scope of responsibilities and competencies. The Headmaster dismisses the Deputy Headmaster from his function.

§ 13

The Teachers' Council is a collegial body of the school in the scope of fulfilling its duties set out in the Charter relating to training, education and care.

§ 14

- The Teachers' Council is composed of all teachers teaching in the school.
- The Headmaster of the school as the Chairman of the Teachers' Council manages its work and represents outside the school.
- The Teachers' Council shall elect from among its members the Secretary of the Council. The Secretary of the Council is responsible for documentation of the Council.
- Representatives of the Board of the Association and persons invited by the Chairman of the Teachers' Council can participate in the meetings of the Teachers' Council with its consent or at its request.

§ 15

- Meetings of the Teachers' Council are organized before the start of the school year, in each semester in connection with the approval of the results of the classification of students, at the end of the annual activities and every time according to needs.
- Meetings of the Teachers' Council shall be convened by the Headmaster on his own initiative, at the request of at least one third of members of the Teachers' Council or at the request of the Board of the Association.
- The Teacher's Council operates on the basis of adopted annual framework work schedule and rules of procedure in compliance with the Charter of the School.

- The Chairman shall prepare and conduct meetings of the Teachers' Council and is responsible for notifying all its members about date and order of the meeting.
- Meeting of the Teachers' Council is minuted.
- Meetings of the Teachers' Council are organized outside the lesson time.

§ 16

Competencies of the Teachers' Council shall include:

- Approving plans for the school operation.
- Approving results of the classification of students.
- Taking disciplinary actions against students.
- Adopting resolutions on deletion of the student from the list of students.
- Adopting resolutions on innovation and pedagogical experiments at school.
- Adopting and implementing educational, cultural, sporting, artistic and integration projects.

§ 17

Resolutions of the Teacher's Council shall be adopted by a simple majority of votes in the presence of at least one half of members.

CHAPTER V

FINANCES

§ 18

- Funds of the Association of Polish Community School in Carlow are intended for all expenses incurred in connection with the maintenance and operation set out in the Charter of the Association. The budget must be approved by the Board.
- The Association will be maintained with donations, tuition fees paid by parents for lessons, participants and beneficiaries of all projects and activities set out in the Charter. The Association plans in the future to seek and receive funds from:
 - local authorities and the Government of the Republic of Ireland, the Polish Government, European Union
 - non-governmental organizations, foundations and other associations
 - individual sponsors and companies, donations, grants from organizations, institutions and individuals; income from events organized by the School
- The accounting method should be verified at least twice a year by the Reviewing Committee and the Parents' Council.
- Financial settlement for the last financial year (from 1 January to 31 December) is presented by the Board at the General Meeting.
- The amount of the school fees is determined and approved by the Board in agreement with the the Parents' Council, the Headmaster of the School and the Financial Director.

- Remuneration of the employees employed by the Association is determined and approved by the Board of the Association and realized by the Financial Director.
- The Board opens a bank account where funds for running the school shall be kept. This account will cover expenses related to the maintenance and operation of the school.
- The Board authorizes in writing the Chairman of the Board, Treasurer of the Board, Secretary of the Board, Headmaster of the School and Financial Director to sign cheques on behalf of the Association of Polish Community School in Carlow. These individuals are responsible for the finances of the school.
- All cheques must be signed by not less than two (2) of the five (5) signatories listed in paragraph 8 of this section.

§ 19

Responsibilities and competencies of the Financial Director shall include:

- Keeping the books.
- Settlements with the Revenue.
- Contacts with the bank.
- Keeping employees' issues.
- Accepting payments for tuition from parents.
- Control over the finances of the school.
- Cash and non-cash settlements.
- Financial settlements with parents - quarterly

CHAPTER VI

FINAL PROVISIONS

§ 20

Members and guests taking part in the meetings of authorities of the Association or the School shall be obliged not to disclose matters discussed at the meetings of these authorities as they may violate the personality rights of students or their parents as well as teachers, other employees of the school and members of the Association. Guests invited to the meetings of various authorities of the Association or the School can take part in them at the written request of the inviting party and only after approval of the request by a simple majority of the members present at the meeting.

§ 21

All matters and issues not included in this Charter are to be settled by the relevant government authorities and legal jurisdiction of the Republic of Ireland.