

### **9.601 Constitution of the Parent Teacher Association Committee**

Approved 26/10/00

Amended 04/09/12

Effective 04/09/12

A Committee shall be formed at Bishop Mackenzie International Schools called the Parent Teacher Association, (PTA).

The PTA Committee shall be committed to co-operation between students, teachers, parents and the community and financially assist and actively support BMIS and promote a spirit of fellowship and fun.

#### **1. Objectives of the Parent Teacher Association (PTA) Committee**

The Parent Teacher Association Committee shall:

- a) Encourage and develop a spirit of co-operation and communication between students, teachers, management, staff and parents.
- b) Provide assistance at school functions such as galas, sports days, concerts and other social events.
- c) Raise funds for the improvement of existing, or the establishment of new facilities, from a continually updated and management approved priority list, for the benefit of the students, teachers and parents at BMIS.
- d) Avoid duplication of purchases by presenting the above list to the Board of Trustees on a regular basis.

#### **2. Constitution of the Parent Teacher Association (PTA) Committee**

- a) The Parent Teacher Association (PTA) Committee shall be reconstituted annually within the first 4 (four) weeks of the first term of each school year at the Annual General Meeting of the Association specified in clause 10.
- b) All parents of children presently enrolled at the school and teachers presently employed at BMIS shall be entitled to become a member of the Association and may exercise such entitlement by voting for the election of the PTA Committee members as follows:
  - i) Minimum of 10 (ten) parent members but not more than 14 (fourteen);  
With at least 1 (one) parent with children in Primary and 1 (one) with children in Secondary.
  - ii) Minimum of 2 (two) teacher members but not more than 10 (ten),  
With at least 1 (one) teacher from primary and 1 (one) from secondary.
  - iii) Ex-officio places on the PTA Committee shall be the Director, the Secondary and Primary Head Teachers in a non-voting capacity.
- c) Parents willing to contribute to the PTA in an informal manner, shall become PTA Family Members
  - i) An unlimited number of parents and teachers may put their names forward to become PTA Family Members.
  - ii) Family Members will not be required to attend PTA or sub-committee meetings.
  - iii) Family Members will be called upon occasionally to provide a small service for a specific event.
  - iv) Family membership will be for a period of 3 (three) school terms, renewable on a voluntary basis within the first 4 (four) weeks of the first school term.

#### **3. Tenure Of Office for the Parent Teacher Association(PTA) Committee Members**

- a) The PTA Committee tenure shall be:
  - i) 3 (three) school terms for general members and
  - ii) 4 (four) school terms for office bearing members, in order to ensure continuity. A crossover period shall occur during the first term of each school year during which the past and present office bearers shall hold their positions jointly.
- b) PTA Committee members may stand for 2 (two) consecutive terms only, retiring annually but remaining eligible for re-election for a second term.

- c) Any PTA Committee member who absents themselves from 3 (three) consecutive meetings without reasonable cause and apologies shall, if the Association so determines, cease to be a PTA member.
  - d) Any PTA Committee member may resign by giving the Secretary 30 (thirty) day's written notice of their intention.
  - e) The Committee shall have the power to appoint new members of the Committee under the following circumstances:
    - i) To replace a member who has resigned, for the remainder of their term of office;
    - ii) To co-opt any person for any purpose in the interests of the PTA Committee.
4. Office bearers of the Parent Teacher Association (PTA) Committee
- a) The members shall appoint annually from amongst their own numbers a Chairperson, a Deputy Chairperson, a Secretary and a Treasurer.
  - b) The appointments shall be made within fifteen (15) days of the Annual General Meeting of the Parent Teacher Association.
  - c) Only a parent member, excluding parent members that may be employees of the school, is eligible to stand for the offices of Chairperson, Deputy Chairperson and Treasurer of the PTA.
  - d) The PTA Chairperson or their designate shall be present at all Open Session Board Meetings as a non-voting member.
- 5. FUNCTIONS OF THE CHAIRPERSON of the Parent Teacher Association (PTA) Committee**
- The Chairperson shall:
- a) Preside at all meetings of the PTA Committee.
  - b) Sign all contracts and other instruments binding the PTA, upon the authorization of the PTA.
  - c) Call meetings of the members of the PTA Committee in accordance with these by-laws.
- 6. FUNCTIONS OF THE DEPUTY CHAIRPERSON of the Parent Teacher Association (PTA) Committee**
- The Deputy Chairperson shall:
- a) Perform the duties of the Chairperson whenever the latter shall be absent or incapacitated, and the acts so performed shall be valid and binding upon the Chairperson.
- 7. Functions of the Secretary of the Parent Teacher Association (PTA) Committee**
- The Secretary shall:
- a) Record minutes of meetings of the PTA Committee. At each meeting the minutes shall be confirmed and signed by the Chairperson.
  - b) Be responsible for the safe custody of the filed minutes of meetings and other relevant correspondence.
  - c) Provide a copy of all minutes of meetings of the Parent Teacher Association Committee and of the Annual General Meetings to the Chair of the Board of Trustees, and notify the same of dates and the agenda for future meetings.
  - d) With assistance from the Senior Management of the Schools, prepare all relevant documentation for the Parent Teacher Association Annual General Meeting. This shall include ensuring that copies of the previous Annual General Meeting of the Association are made available.
- 8. Functions of the Treasurer of the Parent Teacher Association (PTA) Committee**
- The Treasurer shall:
- a) Keep a journal of all income and expenditure for each fund-raising event and for the financial year of this Committee.
  - b) Be responsible for all banking and running of both Current and Savings Accounts.
  - c) Arrange for immediate collection of funds raised and operate a proper system of recording funds in and out to ensure protection from claims of malpractice.
  - d) Ensure the Accounts are audited at year-end by a qualified book-keeper/accountant and are available for parents to view at the Annual General Meeting of the Parent Teacher Association (PTA).
  - e) The Treasurer shall bear no liability for funds not placed immediately under his/her care.

#### **9. Procedures of the Parent Teacher Association (PTA) Committee**

- a) At any Meeting of the Parent Teacher Association Committee a quorum shall comprise:
  - i) A minimum of fifty percent plus one (50% + 1) of all parent members and
  - ii) Fifty percent plus one (50% + 1) of all teacher members.
  - iii) If the above conditions are not met, no decision can be taken on any issue.
- b) In the event of the Chairperson and Deputy Chairperson being absent from any meeting and not having appointed a designated substitute, the members present and constituting a quorum may appoint one of their numbers to preside.
- c) Meetings of the PTA Committee shall be held in closed session, however, with the approval of the Chairperson, other persons may be invited to attend a meeting of the PTA for the purpose of advising the Committee on any subject on which the PTA desires the advice of those persons.
- d) An Ex-officio PTA Committee Member may nominate a teacher to represent them at meetings, should they be unable to attend.
- e) Meetings of the Parent Teacher Association Committee may be attended from time to time by a member of the Board of Trustees on matters of common concern or interest with prior notice to the Chairperson.

#### **10. The Annual General Meeting of the Parent Teacher Association (PTA) Committee**

- a) The Annual General Meeting shall be held within the first 4 (four) weeks of the first term of the school year.
- b) The purpose of the Annual General Meeting is to:
  - i) Present the annual report from the Chairperson and the Treasurer,
  - ii) To answer any questions pertaining to those reports and to
  - iii) Elect a new Parent Teacher Association Members.
- c) A notice period of two weeks for such meetings shall be given, in writing, to all Parents, accompanied by an agenda and a Parent Teacher Association Nomination/Volunteer Form.
- d) Nominations and volunteers of parents and teachers to the PTA Committee shall be submitted no less than 3 (three) days prior to the Annual General Meeting. These nominees and volunteers are to attend the AGM and shall require to be proposed and seconded before becoming members of the PTA Committee
- e) Should there be insufficient nominations 3 (three) days prior to the Annual General Meeting, the Chairperson may call for nominations from the floor.

#### **11. Meetings of the Parent Teacher Association (PTA) Committee**

- a) Meetings of the Parent Teacher Association Committee shall be held at least 3 (three) times in each school term and at such other times as the Chairperson may determine.
- b) If any 3 (three) Members of the PTA Committee, at any time request the Chairperson to convene a meeting, such a meeting shall take place within 2 (two) weeks of the date of that request.

#### **12. Accounts of the Parent Teacher Association (PTA)**

##### **13. The PTA Accounts shall have:**

- a) A minimum of 4 (four) signatories that are to be selected to sign cheques on the current account and to authorize withdrawals savings and call accounts. Signatories shall be the Chairperson, Treasurer, Secondary Head Teacher and Primary Head Teacher.
- b) 2 (two) signatories for each cheque or withdrawal, consisting of 1 (one) Ex-officio member and 1 (one) parent member.

#### **14. DATA FILE of the Parent Teacher Association (PTA)**

The Parent Teacher Association Committee shall:

- a) Maintain a Data File of all fund raising, social and beneficiary activities undertaken.
- b) The purpose of the Data File is to provide continuity and to document information regarding PTA Committee activities, typically including the following:

- i) Name/nature of function
  - ii) Function objectives
  - iii) Letter/invitation sent
  - iv) Additional marketing activities
  - v) Size/quantities of orders of food/drinks
  - vi) Names of suppliers
  - vii) Entertainment details
  - viii) Amount raised/financial analysis
  - ix) Photographs taken
  - x) Thank-you's sent
- c) The Data File is also to include any graphical examples of menus, invitations, photos etc. that can be practically inserted.
  - d) The Data File is to be passed on to the Office Bearers of the incoming PTA Committee year after year and is to be continually updated so as to render it a good reference to incoming PTA Committee members.

**15. Use of funds of the Parent Teacher Association (PTA)**

- a) Funds are to be used strictly for the improvement of existing or the establishment of new facilities, from a continually updated and management approved priority list, for the benefit of the association, students, teachers and parents at BMIS.
- b) Purchases may include items to support school curriculum but should not include essential supplies.
- c) Members, as a quorum, shall determine their fund-raising priorities for the financial year and manage the allocation of such funds to each area based on an annually proposed priority beneficiary list. This list will be made up of suggestions received from the parents, teachers and students of Bishop Mackenzie International Schools, and may include ongoing projects (handed over from the previous Parent Teacher Association Committee).
- d) The PTA beneficiary priority list must be approved by the Director
- e) No personal loans are to be funded for any reason.
- f) No individual or minority members of the Committee shall make decisions regarding any form of expenditure of funds raised.
- g) Compensation will be paid to any person who may incur expenses on Parent Teacher Association business, upon approval by a quorum.
- h) As a courtesy, a copy of the Parent Teacher Association Committee fund-raising priority list should be copied to the Chair of the Board of Trustees, for the purpose of information and to avoid duplication in funding areas of the Schools.

**16. THE AMENDMENT OF THE CONSTITUTION of the Parent Teacher Association (PTA)**

- a) Any proposal for the amendment of one or more of the by-laws of the constitution is to be submitted in writing to the Chairperson.
- b) A specially formed subcommittee of the PTA comprising the Chairperson the Director and the Chair of the Board of Trustees shall review the proposal.
- c) The recommendation of this subcommittee shall then be distributed together with the agenda of the next PTA committee meeting and put to the Members of the PTA Committee for approval by majority vote.
- d) The PTA approved proposal shall then be distributed together with the agenda of the next Open-Session Board meeting and put to the Members of the Board for approval.
- e) Only once the Board has approved the amendment shall the change to the constitution be implemented.