



THE CONSTITUTION
OF THE
PARENT TEACHER ASSOCIATION
OF
SAINT ANDREW'S INTERNATIONAL HIGH SCHOOL (SAINTS)

Article 1. NAME

The name of the Association is the “Saint Andrew’s International **High** School Parent Teacher Association” (hereinafter called “the Association”).

Article 2. MISSION

The Association is dedicated to ensuring that Saint Andrew’s International **High** School (hereinafter called “the School”) is a safe and caring environment which nurtures character development, positive attitudes and superior academic skills, such that each student may achieve his or her best potential, and may become a valued member of society.

Article 3. AIMS AND OBJECTIVES

To contribute to the development and improvement of all aspects of school life, academic, moral values, sports, culture, extra curricular activities, equipment and organization by:

- (a) Enabling good communication between students, parents, teachers, the **Head teacher**, administration and the Board of Governors of the School (“the Board of Governors”)

- (b) Helping to strengthen the relationship between the home and the School
- (c) Raising funds to enhance the School
- (d) Communicating a positive image of the School within our walls and to the wider community

Article 4. MEMBERSHIP

All parents/legal guardians of students enrolled at the School and all teachers of the School are automatically members of the Association.

The classes of membership are:

- (a) Ordinary
These are the parents/legal guardians and teachers (other than the Head teacher)
- (b) Ex Officio
These are the **Head teacher** of the School or in his/her absence the **Deputy Head teacher** of the School

Membership Directory

The Chairman, Secretary and Parents Representative of the Executive Committee of the Association shall have access to the membership directory which the school maintains.

All notices which are posted to the last known address/email as recorded in the Membership directory will be considered as having been duly given on the day following the day of posting.

Article 5. DEVELOPMENT FUND

An annual school development fund sum to be determined from time to time by the school and the Association and to be

endorsed at the Association's general meeting shall be payable by the members of the Association.

The funds shall be used to fund development projects at the school and such projects shall have been identified by the Executive Committee together with the school's Senior Management Team after seeking parental input and or approval.

Article 6. OFFICERS OF THE ASSOCIATION

There will be a Committee (hereinafter called "the Executive Committee") elected in accordance with the by-laws and comprising the following Officers:

- (a) The **Head teacher** (Ex Officio)
- (b) 3 teachers duly elected by the teachers of the school
- (c) 7 parents/guardians elected at the annual general meeting

The following positions will be filled at the first executive committee meeting by the parent members of the Executive Committee from its officers.

- (a) Chairman
- (b) Vice Chairman
- (c) Secretary
- (d) Treasurer
- (e) Parent representative to the Board of Governors

The three teacher representatives on the PTA Executive Committee shall have been democratically elected by the teachers at a meeting held prior to the annual general meeting.

The Executive Committee is responsible for the management and strategic direction of the Association.

Article 7. DUTIES OF OFFICERS AND REPRESENTATIVE TO THE BOARD

(a) The Chairman

Shall exercise general administrative responsibility and control over the activities of the Association. She/he presides at all meetings of the Association and performs other duties as usually pertain to the office of the Chairman. The Chairman is also, ex officio, a member of the Board of Governors

(b) The Vice-Chairman

Shall assist the Chairman in the performance of her/his duties and in the absence or incapacity of the Chairman performs the duties of the Chairman.

(c) The Secretary

Shall be responsible for all the administrative correspondence of the Executive Committee.

(d) Subject to the provisions herein, the Treasurer shall be responsible for management of the Funds of the Association.

(e) The Association's Representative to the Board of Governors of the School shall act as a liaison between the Association and the Board of Governors. He/she represents the interests of the Association at the Board level. He/she shall attend all meetings of the Board of Governors and the Executive Committee.

In the event that the Parents Representative is unable to perform his/her functions, he shall nominate one Executive Committee member to represent him/her.

Article 8. REMOVAL OF AN EXECUTIVE MEMBER DURING TENURE OF OFFICE

The Executive Committee may by majority vote of those present in an executive committee meeting remove any Executive Committee member in the following instances among others:

- (a) where such member expressly or impliedly demonstrates that he no longer shares the ideals of the school or the Association
- (b) where such member for no valid reason or excuse absents himself from three consecutive meetings of the committee
- (c) where such member declines or neglects to perform any task that may have been entrusted to him by the committee

Without prejudice to the foregoing, the Executive Committee may also request such member to resign from the committee.

The vacancy thereby created shall be treated as a casual vacancy.

Provided that the members of the Association shall be informed of any such removal of an executive committee member at the next annual general meeting.

Article 9. RESIGNATION OF OFFICERS OF THE EXECUTIVE COMMITTEE

Any member of the Executive Committee may resign office by giving the Secretary 30 days notice in writing of his/ her intention to do so.

Article 10. EFFECT OF CEASING TO BE A MEMBER

Any member who ceases to be a member of the Association forfeits all right to any claim upon the Association.

Article 11. SUBCOMMITTEES

The Executive Committee may, from time to time, appoint subcommittees from members of the Association for special purposes, and may delegate to them any of the powers of the Executive Committee except those of electing and expelling Executive Committee members and making, altering and revoking by-laws. Any subcommittee will report its proceedings periodically to the Executive Committee and will conduct its business in accordance with the directions of the Executive Committee.

Article 12. FINANCIAL YEAR

The Financial Year of the Association shall end on the 31st of May of each year, to which day the accounts of the Association shall be balanced.

Article 13. AUDITORS

The Executive Committee will appoint an Auditor to examine and confirm the accounts of the Association. The Auditor will not be a member of the Executive Committee or a member of the Board of Governors.

The accounts will be presented to the Executive Committee no later than 14 days prior to the relevant Annual General Meeting. A copy of the audited accounts will be on file and made available to any member of the Association who wishes to review the accounts.

Article 14. FUNDS, BANK ACCOUNTS AND SIGNATORIES

- (a) All the Funds of the Association will be deposited in an account with a bank or bankers to be selected by the Executive Committee in the name of the Association.
- (b) The signatories to the Association's account shall be any two of the Chairman, Vice Chairman, Secretary and Treasurer.
- (c) Save for routine operating expenses, all project and capital expenditures shall have the prior approval of the Executive Committee.

Article 15. AMENDMENT/S OF THE CONSTITUTION

The Constitution shall not be altered or amended in any way save by two thirds majority of the members entitled to vote present at a General Meeting of the Association, and at least 21 days notice of the intention to propose any amendment or alteration shall be given to the Secretary who will send notice of the same to every member at her/his address in the Membership Directory at least 14 days before the General Meeting.

Article 16. BY-LAWS AND REGULATONS

The Executive Committee may, from time to time, make, repeal, and amend any by-laws and regulations for the internal management and well being of the Association. All by-laws and regulations must be consistent with this Constitution. The Executive Committee will ensure that any changes to the existing by-laws and regulations be communicated to each member of the Association within 30 days of any change.

Article 17. INTERPRETATION OF THE CONSTITUTION

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the PTA and Executive Committee Meetings in all cases to which they are applicable

and in which they are not inconsistent with this constitution and By Laws and any special rules of order the PTA may adopt.

Article 18. ARBITRATION

The Association agrees that the Board of Governors of the School shall be the sole arbitrator of any disputes regarding interpretation of this constitution and that any decision taken by them in this regard shall be binding on the Association.

Article 19. DISSOLUTION OF THE ASSOCIATION

- (a) If, at any General Meeting of the Association, a resolution for the dissolution of the Association is passed by a majority of the members entitled to vote present, and such resolution is confirmed by a resolution of the majority of the members voting thereon at any Extraordinary General Meeting held not less than one month thereafter at which a quorum is present, the Executive Committee will thereupon, or at a future date specified in the resolution, proceed to realize the property of the Association.
- (b) After the discharge of all liabilities the Association shall, subject to the will of its members, hand over the proceeds of realization and all funds of the Association to the School for its use and benefit and thereupon the Association shall be dissolved.

BY- LAWS

By-Law I: MEETINGS

Executive Committee Meeting

- (a) The Officers will meet at least once a month except during the School holidays.

- (b) Special meetings of the members may be called as deemed necessary by the Chairman and/or the Head teacher.
- (c) The Chairman, and in his/her absence the Vice Chairman, and in the absence of the Chairman and Vice Chairman some other officer of the Executive Committee to be selected by the members present, will act as Chairperson of the meeting. In the case of an equality of votes, the Chairperson will have a second or deciding vote.
- (d) Minutes of the proceedings of the Executive Committee will be duly kept by the Secretary and signed by the Chairperson, and will be open to the inspection of any member of the Association on application to the Secretary.
- (e) Upon the receipt of a request signed by any three members of the Executive Committee that an Extraordinary Meeting of the Executive Committee be Summoned, and stating the nature of the business for which it is to be summoned, the Secretary shall promptly issue a notice convening such a meeting,
- (f) At least **three days'** notice of such meeting will be given.
- (g) The quorum of all Executive Committee meetings is six Officers.
- (h) The Executive Committee has the power at any time and from time to time to fill any casual vacancy occurring among the officers of the Executive Committee. Any Officer so appointed will hold office until the next Annual General Meeting of the Association but will be eligible for re-election at such meeting.

Annual General Meeting

Members will receive at least fourteen days' notice of the calling of an Annual General Meeting, such notice being accompanied by a copy of the Agenda for that meeting.

The Annual General Meeting of the Association will be held on a day, time and place to be fixed by the Executive Committee in the month of June or such other month as the Executive shall deem appropriate each year for the following purposes:

- (a) To receive from the Executive Committee a report for the preceding year.
- (b) To receive the Balance Sheet and Statement of Accounts for the preceding financial year.
- (c) To elect the members of the Executive Committee.
- (d) To decide on any resolution which has been duly submitted to the Secretary of the Executive Committee in writing not later than three days before the date fixed for the Annual General Meeting.
- (e) Any other business at the discretion of the Chairperson.

Further to the above, the following shall apply to all annual general meetings of the association:

- (1) Each member who is present is entitled to one vote on any resolution put forward at the Annual General Meeting.
- (2) Save as otherwise set out herein or in the Constitution of the Association a resolution will be carried if supported by a majority of members present in person and voting. Voting shall not take place on any resolution, the subject matter of which was not referred to on the Agenda sent to members, unless the Chairperson deems it suitable as a matter to be carried under Any Other Business.

- (3) The quorum at all Annual General Meetings is 20 members who are ordinary members, of which at least 15 must be parents/guardians.
- (4) At all Annual General Meetings of the Association, the Chairman, and in his/her absence the Vice-Chairman, and in the absence of both, an officer of the Executive Committee selected by the Officers present shall take the chair.
- (5) The Chairperson's decision as to the result of the voting on any question shall be final.

Extraordinary General Meeting

- (a) The Executive Committee may at any time for any special purpose call an Extraordinary General Meeting, and shall do so promptly upon the requisition, in writing, of any 15 members of the Association (at least 10 of whom shall be ordinary members who are parents/legal guardians) stating the purpose for which the meeting is required.
- (b) Seven days at least before any Extraordinary General Meeting a notice of such meeting and of the business to be transacted shall be sent to every member, and no business other than that of which notice has been given shall be brought forward at such meeting except with the unanimous consent of the members present.
- (c) The quorum for any Extraordinary General Meeting is 20 members who are ordinary members, of which at least 15 must be parents/guardians.
- (d) Each ordinary member who is present is entitled to one vote on any resolution put forward at the Extraordinary General Meeting. Save as set out herein or in the Constitution a resolution shall be carried if supported by a majority of members present in person and voting.

- (e) At all Extraordinary General Meetings of the Association, the Chairman, and in her/his absence the Vice-Chairman, and in the absence of both, an Officer of the Executive present shall take the chair.
- (f) The Chairperson's decision as to the result of the voting on any question is final.

Meetings without a quorum

Should the requisite quorum not be met, then the meeting in the case of an Annual or Extraordinary General Meeting shall stand adjourned to a date to be fixed by the Executive Committee being not less than one month nor more than three months from the date of such meeting for the holding of the adjourned meeting. If a quorum is not present at the adjourned meeting, the members present shall form a quorum.

By-Law II: ELECTION OF OFFICERS OF THE EXECUTIVE COMMITTEE

- (a) Elections shall be held at the Annual General Meeting.
- (b) Each year elections shall be held to determine members of the Executive Committee. Serving members shall be eligible for re-election.
- (c) Any member elected to fill a casual vacancy will hold that office until the next Annual General Meeting but be eligible for re-election.
- (d) The **Head teacher** shall be an officer of the Executive Committee.
- (e) Any ordinary member is eligible for election to the Executive Committee when she or he has been proposed and seconded by two members who are ordinary members of the Association on a nomination paper submitted to the Secretary three days before the Annual General Meeting. In the event that less than 7

nominations have been received, the Chairman shall be entitled to accept nominations, correctly proposed and seconded, at the Annual General Meeting.

- (f) A member whose name has been nominated must indicate his or her willingness to serve as a member of the Executive Committee.
- (g) Three members present who are ex-officio members, or ordinary members who have not been nominated for election, will be appointed to act as scrutinizers.
- (h) If there are fewer candidates than positions available then each candidate shall be proposed to the meeting and accepted/rejected by a simple majority.
- (i) If there are more candidates than posts available, the election shall be by ballot. Any member desirous of recording a vote must return his or her voting paper duly completed to the scrutinizers appointed hereunder.
- (j) The names of the newly elected officers will be notified to all members of the Association by the Secretary.

By Law III: ASSOCIATION BUSINESS

Any matters for consideration by the Association will be sent to the Secretary in writing and signed by the initiator.

By Law IV: SUBSCRIPTION

Currently, there is no annual subscription payable by members of the Association.