



Fletewood School

Parents and Teachers' Association

Constitution & General Rules

NAME

- 1.1 The name of the Association is Fletewood Primary Parents and Teachers Association.

THE PURPOSE OF THE ASSOCIATION

- 2.1 It shall be the purpose of the PTA to:
- 2.1.1 To promote positive pupil/parent partnership through collective initiatives via educational seminars
 - 2.1.2 To liaise with the school board and staff in supplying resources that will benefit the school in reaching the highest possible standards
 - 2.1.3 Assist in maintaining and fostering the spiritual ethos of the school
 - 2.1.4 Liaise with the school board and staff in achieving the highest possible academic standards for the school
 - 2.1.5 Encourage parents and supporters of the school to contribute their expertise (and other resources) to the classroom experiences of the children
 - 2.1.6 Organise various fundraising events
 - 2.1.7 Act as representative voice on behalf of the parents.

MEMBERS

Members of the Executive Committee of the PTA shall consist of:

Officers:

Chairperson

Assistant Chairperson

Chaplain

Secretary

Assistant Secretary

Treasurer

Parent representative

Ex-officio:

Head Teacher/Appointee

SEC treasurer/Education director

School Bursar

School Chaplain

One Parent representative from each class.

A quorum of **five (5)** Committee members is required for a meeting of the Executive Committee to conduct business. This must include the Head Teacher or appointee and must be presided by the Chairperson/assistant Chairperson.

The Executive committee may meet as often as is necessary to effectively execute the business of the PTA.

The appointment of officers shall be on an annual basis (academic year)

All executive members shall:

1. Subscribe to the Seventh-day Adventist Philosophy of Education
2. Pay regular school fees, except ex-officio members

The Chairperson, Assistant Chairperson and Chaplain should preferably be members of the Seventh-day Adventist church in good and regular standing.

Recommendations of the office of the Chairperson shall be made by the PTA to the school board.

All other officers and parent representatives shall be elected from the floor at the first General Meeting of the PTA.

A PTA representative shall serve as representative on the school board.

The Head Teacher/ Appointee shall serve as the retuning officer.

DUTIES OF OFFICERS

1. The Chairperson shall preside at all General Meetings of the PTA and should serve as ex-officio member of all sub-committees. All minutes from each sub-

committee should be given in writing to the Chairperson before the implementation of any actions voted in those minutes.

2. In the absence of the Chairperson, the Assistant Chairperson shall preside over any general or executive committee meeting. The Assistant Chairperson at such times may perform the duties and exercise all the powers of the Chairperson.
3. The Assistant Chairperson shall assume the position of Chairperson should the latter position become vacant, until a new Chairperson can be elected.
4. The Secretary shall keep accurate minutes of all general and executive committee meetings and be able to produce these at each meeting.
5. The Assistant Secretary shall be responsible for assisting the secretary in the execution of his/her duties as required.
6. The Treasurer shall deal with all monetary matters of PTA and keep accurate accounts of all expenditure and income and be ready to render a report of all monetary transactions at any General or Executive committee meeting.
7. The Chaplain shall be responsible for the following:
 - a) Spiritual direction of the PTA.
 - b) Devotional presentation at Executive committee and General Meetings.

VOTING

1. Only members of the PTA may vote at a General Meeting.
2. All voting methods in a General Meeting are to be decided on by the discretion of the one presiding over the meeting.
3. Where a General Meeting cannot be convened because of lack of a quorum the PTA executive committee can by way of a postal ballot ask the members to vote on an urgent issue. The results should be given to the General membership at the next meeting.

MEETINGS

1. At least one General Meeting of the PTA is to be held each term.
2. A General Meeting may convene with the presence of ten (10) members as a minimum, excluding members of the Executive Committee.
3. At least three members of the Executive committee shall be present including the Head Teacher/Appointee and the Chairperson/Assistant Chairperson.

4. The calling of a general meeting requires at least seven days' notice to PTA members.
5. All members are expected to conduct themselves in an orderly manner to permit the smooth functioning of all general meetings.
6. The one presiding at a general meeting reserves the right to request any disruptive person to leave the Assembly.

MISCONDUCT

Misconduct by any member of the PTA will result in the loss of voting at the meeting in question. Any further action will be dealt with by the Executive meeting.

FINANCES

The treasurer shall be the custodian of the funds of the PTA account. Disbursements of funds shall be by action of the Executive Committee.

SIGNATORIES

Signatories of the PTA's account shall be:

Chairperson, Treasurer, Head Teacher.

Any **two (2)** may sign.

AMENDMENTS

1. Amendments to the PTA constitution can be made subject to discussion by the executive committee.
2. The PTA should be given a minimum of thirty days to consider any proposed amendment. Amendments must be given in writing.
3. Amendment of the constitution must be made at a duly called meeting of the PTA by two-thirds vote of those present and voting.