

**FYZABAD ANGLICAN SECONDARY SCHOOL**  
**PARENT TEACHER ASSOCIATION CONSTITUTION**

**ARTICLE 1.0 NAME**

- 1.1 The name of the Unit shall be FYZABAD ANGLICAN SECONDARY SCHOOL PARENT TEACHER ASSOCIATION and shall be a unit of the National and Regional Associations

**ARTICLE 2.0 AIMS AND OBJECTS**

- 2.1 To foster better relations among parents, teachers and students.
- 2.2 To educate members along lines which would assist in the proper development of the child physically, emotionally, socially, intellectually and spiritually.
- 2.3 To keep members abreast of the times with regard to changing methods of education and parenting.
- 2.4 To keep members informed on school activities, both educationally and culturally.
- 2.5 To join hand in the Parent-Teacher-Child triangle in the home, school and community to maintain acceptable social standards.
- 2.6 To assist in improving the physical amenities of the school, and lending any other such assistance as may be beneficial to the overall development of the community.

**ARTICLE 3.0 MEMBERSHIP**

- 3.1 Membership shall be opened to all teachers, administrative staff of schools, parents, guardians of present and past students of the school.

3.2 Honorary membership shall be given to any member of the community whom the Executive feels can contribute to the aims and objectives of the PTA. Such persons shall have no voting rights.

#### **ARTICLE 4.0 MEETINGS**

4.1 General meetings of the Association shall be held at the school premises at least twice (2x) per term, commencing at 4:30 p.m.

4.2 Executive meetings of the Association shall be held at least four (4) times per term, commencing 5:00 p.m.

4.3 Annual General Meetings of the Association shall be convened at 4:30 p.m. on the second Thursday in the month of February.

4.4 Election of officers shall be held every two (2) years at the Annual General Meeting.

4.5 The executive may, for valid reasons, shift the dates of meetings and can call Special Meetings of the Executive or General Membership as the need arises.

#### **ARTICLE 5.0 QUORUM**

5.1 Twenty-five (25) members shall form a quorum at a General Meeting. Nine (9) members shall form a quorum for an Executive Meeting.

#### **ARTICLE 6.0 OFFICERS**

6.1 The officers of the Association shall be:

CHAIRMAN

1<sup>ST</sup> VICE CHAIRMAN

SECRETARY

TREASURER

EDUCATION OFFICER

COMMITTEE MEMBERS (6)

2<sup>ND</sup> VICE CHAIRMAN (Principal)

ASSISTANT SECRETARY

PUBLIC RELATIONS OFFICER

TRUSTEES (2)

WELFARE OFFICER

- 6.2 The principal of all Schools shall be the 1<sup>st</sup> Vice Chairman of the Association and is a member of all committees of the Unit PTA.
- 6.3 No member should hold any one office for more than two (2) consecutive terms.

## **ARTICLE 7.0 DUTIES OF OFFICERS**

### **7.1 THE CHAIRMAN**

- 7.1.1 Shall be the Chief Executive Officer of the Association.
- 7.1.2 Shall preside at all regular or general meetings of the Association, and at all Executive Meetings. He/She shall also preside at the Annual General Meeting of the Association.
- 7.1.3 Shall appoint sub-committees for specific purposes and shall coordinate the work of such committees so that the objectives may be achieved.
- 7.1.4 Shall be ex-officio of all committees of the Association.
- 7.1.5 Shall perform such other duties that may be assigned him/her by the Association.

### **7.2 THE VICE CHAIRMAN**

- 7.2.1 Shall perform the duties of the Chairman or any such duties assigned to them by the Association. (Reference here means in the absence of the Chairman)

### **7.3 THE SECRETARY**

- 7.3.1 Shall be responsible for the minutes of all meetings of the Association.
- 7.3.2 Shall attend to correspondence and shall present the Annual Report at the Annual General Meeting.
- 7.3.3 Shall be ex-officio of all committees.

7.3.4 Shall perform such other duties as may be assigned him / her by the Association.

7.4 THE ASSISTANT SECRETARY

7.4.1 Shall assist the Secretary in the performance of the Secretary's duties.

7.4.2 Shall perform such other duties as may be assigned him / her by the Association.

7.5 THE TREASURER

7.5.1 Shall be responsible for the funds of the Association.

7.5.2 Shall present an account at every meeting of the Association or at any time when requested by the Executive.

7.5.3 Shall keep full and accurate account of receipts and disbursement of funds.

7.5.4 Shall keep not more than the sum of \$500.00 as petty cash in hand, and shall deposit in the name of the Association all funds in excess of this amount in the financial institution approved by the Association.

7.5.5 Shall present a financial statement to the Annual General Meeting of the Association.

7.6 PUBLIC RELATIONS OFFICER

7.6.1 Shall perform such duties as may be assigned him / her by Association with respect to publicity, promotion and welfare of the Association and the Association's Activities.

7.7 EDUCATION OFFICER

7.7.1 Shall be responsible for the collection and dissemination of information that would enable the Membership to be appraised of all local as well as foreign developments in the PTA.

7.7.2 Shall research ideas that would assist members of the PTA.

- 7.7.3 Shall be responsible for lectures and other educational activities that will enhance the PTA.
- 7.7.4 Shall perform such duties as may be assigned him / her by Association.

7.8

WELFARE OFFICER

- 7.8.1 Shall be responsible for strengthening the community resources that safe-guard the emotional health of children, youth and families.
- 7.8.2 Shall co-operate with organization, professions and agencies that are related to health, safety, juvenile protection and parent and Family Life Education.
- 7.8.3 Shall perform such duties as may be assigned him / her by Association.

7.9

TRUSTEES

- 7.9.1 The trustees shall on election present themselves at the Bank designated by the Association for the banking of its funds in person, so as to be certified that they are authorized trustees of the Association.
- 7.9.2 They shall see that all monies (except the amount allowed by the Association to be kept by the Treasurer) are deposited in the said Bank.
- 7.9.3 The Trustees shall be responsible for all property of the Association. They shall see that no one abuses such property and shall within seven (7) days deliver up all properties, monies, cheques, documents or other securities of the Association when required by the Association's Executive to deliver same.
- 7.9.4 They shall, in conjunction with the Chairman, Treasurer and Secretary, deal with all financial matters of the Association.
- 7.9.5 Shall perform such duties as may be assigned him / her by Association.

7.10 COMMITTEE MEMBERS

- 7.10.1 Committee members shall act as representatives of parents and/or teachers and shall be responsible for presenting their views at executive meetings.
- 7.10.2 Shall perform such duties as may be assigned him / her by Association.

**ARTICLE 8.0 EXECUTIVE COMMITTEE**

- 8.1 The Executive Committee of the Association shall consist of the Officers named above the Four (4) Committee Members and Two (2) delegates elected at the Annual General Meeting.
- 8.2 The Executive Committee shall meet as often as possible or necessary to consider matters relating to the good and welfare of the Association and such matters as may be referred to it by the General Meeting.
- 8.3 The Executive Committee shall have the power to act in any emergency in all matters, financially and otherwise.

**ARTICLE 9.0 WITHDRAWALS**

- 9.1 All withdrawals of funds must be signed by either the Chairman or the Treasurer any one (1) of the following officers: Trustee and Secretary.

**ARTICLE 10.0 DISCIPLINE**

- 10.1 The seat of any Officer who misses three (3) consecutive meetings without reasonable excuses of prior notification shall be declared vacant and will seek to fill the position at the next General Meeting.
- 10.2 The Executive as well as the Association has the power to discipline any officer of Member whose conduct in the meeting or in the course of the Association's affairs or activities bring or tend to bring the image of the Association into disrepute.

**ARTICLE 11.0    AMMENDMENTS**

11.1            This Constitution may be amended at any General Meeting of the Association by a two-third (2/3) majority vote of the members present, providing always that notice of such amendment be given in writing to the Executive through the Secretary of the Association.