

**CHENGELO SCHOOL
PARENT - TEACHER ASSOCIATION
(Modified September 2002, with minor amendments 2010)**

1. NAME

The Association shall be known as the Chengelo School Parent-Teacher Association (hereinafter referred to as “the Association”).

2. AIMS

- a. To promote understanding and fellowship between School and Home with the aim of sharing responsibilities. The overall aim should be to advance the physical, moral, intellectual and spiritual well being of the scholars.
- b. To provide opportunities for parents to enter into the activities of the school and to assist in its development.
- c. To give assistance to the school as requested by the Director.
- d. To raise funds for projects approved by the Director.

3. MEMBERSHIP

The following shall be eligible for membership of the Association:

- a. Parents / legal guardians of children attending school.
- b. The Director and members of staff
- c. Honorary Life Members elected by the Executive Committee from among those who have assisted the Association to a marked degree.
- d. Other interested persons, not eligible under 3a. above, who may become Associate Members by invitation of the Executive Committee.

4. MANAGEMENT OF THE ASSOCIATION

The day to day running of the Association and its activities shall be in the hands of the Executive Committee, hereinafter referred to as “the Committee”.

5. EXECUTIVE COMMITTEE

- a. The Committee shall be made up as follows:
 - Chairperson (Parent)
 - Vice Chairperson (Parent)
 - Treasurer (Parent)
 - Secretary (Parent)
 - The Director, Secondary Headteacher, Primary Headteacher, Head of Ndubaluba and Administrator.
 - Two other members of the school’s staff nominated by the Director.
 - One member of the Board of Governors, who is not eligible for PTA membership under 3a, selected by that Board.
 - A minimum of 3 and a maximum of 12 other parents.
- b. All members of the Committee with the exception of the Director, Secondary Headteacher, Primary Headteacher, Head of Ndubaluba and Administrator shall hold office for one year or unless resigning prematurely.

- c. All members of the Committee (with the exception of the Director, the two staff nominees and the member from the Board of Governors) shall be elected by ballot at the Annual General Meeting of the Association except as provided for in Clause 5h. Nominations for office bearers and members of the PTA should be received in writing (with the nominees consent) at least one hour before the commencement of the AGM or from the floor of the AGM. A blank nomination form should be sent out with the notice of AGM to all parents. This election is to membership of the Committee. Office bearers of the Committee are elected by the Committee from within itself at its first meeting, to be called by the Director.
- d. The Chairperson shall have a deliberate as well as a casting vote.
- e. The Chairperson shall have the right to veto a motion which according to his or her opinion is contrary to the Constitution.
- f. A member of the Committee shall automatically retire if without reasonable cause or apologies he or she is absent from more than three consecutive Committee Meetings.
- g. A Committee Member having been elected shall have the option of remaining a member of the Committee for a full term of office whether he or she has a child at school or not.
- h. The Committee may appoint new members to fill any vacancy occurring between Annual General Meetings, and must appoint an alternate when the Treasurer or Secretary are absent for an extended period.
- i. In the absence of the Chairperson or the Vice Chairperson from any meeting the members present may select one of their number to act as Chairperson at such meeting.
- j. No member of the Committee may act on his or her own behalf using the name of the Association.

6. DUTIES OF THE COMMITTEE

The Committee shall:

- a. Govern and control the affairs, financial and otherwise, of the Association.
- b. Appoint Sub-Committees for special purpose, should this be deemed necessary.
- c. Deal with business arising from Association meetings.
- d. Establish and maintain contacts and exchange ideas with similar Associations.

7. COMMITTEE MEETINGS

- a. Committee meetings shall be held at a minimum frequency of once per term and at any other such times, as business shall make it necessary. Not less than 14 days notice of Committee Meetings shall be given.
- b. Special Committee meetings may be called by the Chairperson and Director if necessary.
- c. Six Committee members, of whom at least three should be parents, and the Director or acting Director shall constitute quorum.

8. REGIONAL COMMITTEES

Regional Committees should be formed in any area where it is felt there are enough parents to justify meetings that will further the aims of the Association. To be recognized as regional committees such groups must: -

- a. Have full approval (for their becoming a committee) from the Association Executive Committee.
- b. Appoint the following post holders:
 - Chairperson
 - Secretary
 - Treasurer
- c. Submit a report and financial statement to each Executive Committee meeting.
- d. Provide at least one member of the committee to attend the termly Executive Committee meeting.
- e. Satisfy the criteria for selection of members as laid down in Section 3.

9. ASSOCIATION MEETINGS

- a. During each school term there should be not less than one meeting or function of the Association.
- b. Notices convening Association meetings shall be redistributed at the latest previous school break (half term or start or end of term) before the date of the meeting, a programme of the proceedings being sent with the notice.

10. ANNUAL GENERAL MEETING

- a. The Annual General Meeting of the Association shall be held each year at the end of the third term of the academic year.
- b. Notice of the Annual General Meeting shall be sent at the latest previous school break (half term or start or end of term) before the date of the meeting and be accompanied by the agenda.
- c. The quorum for an Annual General Meeting or Extraordinary General Meeting shall be the Director and a minimum of 50 parents excluding staff parents. [40% of the combined total of parent-family units and staff at the school, of which at least 50% should be non-staff parents.]

11. EXTRAORDINARY GENERAL MEETING

By written request to the Chairmen of the Executive Committee from not less than one third of the members of the Association an Extraordinary General Meeting may be convened within 14 days of notice.

12. ALTERATION TO THE CONSTITUTION

Subject to the approval of the Director and the Executive Committee, the Constitution of the Association may be replaced, amended or added to in any way by a resolution passed by two thirds of all the members at an Annual or Extraordinary General Meeting called for the purpose, provided that at least twenty days notice of any proposed alteration shall be given to members.

13. VENUE OF EXECUTIVE MEETINGS

All meetings (of the Executive Meeting) of the Association shall normally be held at Chengelo School.

14. FINANCE

- a. A bank account shall be maintained. Cheques shall be signed jointly by the Treasurer and one of the following; The Chairperson, the Director or other authorized Committee member.

- b. The Treasurer shall keep account of all income and expenditure and shall prepare accounts for the year ending 31st December each year.
- c. All accounts shall be audited or reviewed by a qualified person [the auditor] to be appointed by the Executive Committee annually.

15. ASSETS

Any Assets, either moveable or non moveable, purchased for or presented to the School by the Association shall be deemed the property of the School.

16. RESIGNATIONS AND EXPULSIONS

A member may be expelled from the Association by the Executive Committee if in their opinion he or she has acted in a manner prejudicial to the interests of the Association.