



## **CONSTITUTION AND RULES OF THE PARENT-TEACHER ASSOCIATION (PTA) OF INDEPENDENT SCHOOL**

### **1. TITLE**

The Association shall be known as the PARENT-TEACHER ASSOCIATION (PTA) OF INDEPENDENT SCHOOL, hereinafter referred to as the Association. The Association shall have its registered address and location at Union Vale, Mahe.

### **2. AIMS AND OBJECTS OF THE ASSOCIATION**

- (1) To promote, assist and encourage training and development of students of the school.
- (2) To promote the interest of the school and its students in general.
- (3) To assist in drawing up, standards and/or codes of conduct of the school for students, and help to ensure these are observed.
- (4) To solicit, receive and accept subscriptions, donations and gifts for the purpose of the Association.
- (5) To seek sponsorship and engage in fund raising activities for the benefit of the Association and the school.
- (6) To invest and deal with funds of the Association, or to borrow monies, to purchase, own, lease, build or otherwise acquire and dispose, movable and immovable properties.
- (7) To help maintain a close liaison and relationship between parents, teachers and students.
- (8) To do all such other things as may be incidental or conducive to the attainment of the objects of the Association, subject to consideration of the Laws of Seychelles.

### **3. MEMBERSHIP OF THE ASSOCIATION**

- (1) Any person who is a parent or guardian, who has children attending the school, and teachers, either in administration or teaching at the school, shall be a member of the Association.
- (2) Membership will cease in the case of a parent, once the child leaves the school, and in the case of the teacher, when he or she resigns or leaves.
- (3) Subscription donations and or fees to the Association by members will be voluntary only.

### **4. EXECUTIVE COMMITTEE**

- (1) The Association shall be managed an Executive Committee of not more than eleven members and shall be elected every two years at an Annual General Meeting.
- (2) The Executive Committee shall consist of: -
  - (a) The Chairperson
  - (b) The Vice-Chairperson
  - (c) The Secretary
  - (d) The Treasurer
  - (e) Three teachers representing kindergarten, primary and secondary respectively
  - (f) A maximum of four other members

The post of Chairperson, Vice Chairperson and Secretary shall be filled by parents, whereas the Treasurer can be a teacher.

- (3) Notwithstanding Clause 3(2), a parent whose child is no longer at the school and who was elected or nominated as a member of the Executive Committee, may remain on the Committee for the remainder of the term of office or for a further term, subject to endorsement by the Board of Governors and approval by members at the Annual General Meeting.
- (4) Sub-committees may be formed should the need arise for any special purpose. The Chairperson of such sub-committee shall be a member of the Executive Committee. All such sub-committees shall be responsible to the Executive Committee.

- (5) The Executive Committee shall have the power to arrange affiliation with other identical Associations in Seychelles and overseas, should this be considered advisable to do so in the interest of the Association and the school.
- (6) The Executive Committee shall hold office from the adjournment of the last Annual General Meeting at which the committee is elected, for a period of two years, until the adjournment of the Annual General Meeting two years later.
- (7) Should any office of the Executive Committee become vacant the Executive Committee shall have the power to fill the post by nominations.
- (8) The Executive Committee shall meet at least once a term.
- (9) The Executive Committee shall have the power to draw up, amend or rescind byelaws provided that such byelaws are not in conflict with this Constitution and Rules of the Association. All byelaws shall, until revoked by the Executive Committee, be binding upon all members.
- (10) The Executive Committee shall work at all times in close collaboration with the Board of Governors of the school.
- (11) The Board of Governors of the school may, by giving 7 days in writing, call an Executive Committee meeting.
- (12) The Director of the school shall be an ex-officio member of the Executive Committee.

## **5. GENERAL RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall have the power to: -

- (1) Plan, organise and run activities to ensure that aims and objects of the Association are achieved.
- (2) Publish reports on activities organised by the Association.

- (3) Represent the Association and deal with all matters not specifically reserved by a general meeting for the decision of the members.
- (4) Plan and organise general meetings including the election of members of the forthcoming committee.
- (5) Deal with any matter, which the members at a general meeting may from time to time assign it.

## **6. DUTIES OF MEMBERS OF THE EXECUTIVE COMMITTEE**

### **(1) Chairperson**

- (a) The Chairperson shall be responsible for ensuring that the Executive Committee and the Association in general, operates and functions effectively.
- (b) The Chairperson shall represent the Association on the Board of Governors of the school notwithstanding that other members of the Executive Committee may be invited to serve on the Board of Governors.

### **(2) Vice-Chairperson**

In the absence of, resignation of, or removal of, the Chairperson, the Vice-Chairperson will assume the role and duties of the Chairperson.

### **(3) Secretary**

The Secretary shall be responsible for:

- (a) Taking minutes of all meetings, and circulating copies of these, as and when directed by the Executive Committee.
- (b) Disseminating of information.
- (c) The “paper-work” for meetings and elections.
- (d) Dealing with the correspondence of the Association.
- (e) All other duties required of a secretary in accordance with the relevant Laws of Seychelles regulating Associations.
- (f) Making available copies of the minutes of meetings to the Director of the school and the Chairperson of the Board of Governors.

### **(4) Treasurer**

- (a) The Treasurer shall keep proper books of accounts showing all income and expenditure, and the assets and liabilities of the Association. Such books shall be kept up to date.
- (b) The Treasurer shall report from time to time on the accounts and the financial state of the Association and shall make the books available for inspection to any member of the Association with due notice.

(5) Committee Members

The Chairperson may assign specific duties to other members when and if the need arises.

(6) Conduct of Executive Committee Members

Members serving on the Executive Committee shall conduct themselves in an exemplary and respectful manner during their term of office.

## **7. REMOVAL/RESIGNATION OF EXECUTIVE COMMITTEE MEMBERS**

- (1) An Executive Committee member may be removed from office by a resolution of the members at a general meeting.
- (2) An Executive Committee member may resign from the Committee by giving thirty days notice in writing.
- (3) A person shall cease to be an Executive Committee member if the person is absent from any two consecutive committee meetings in any given year without a reasonable explanation for the absence.

## **8. DISSOLUTION OF THE EXECUTIVE COMMITTEE**

The Executive Committee is automatically dissolved at the end of its term of office, which shall not exceed two calendar years.

## **9. ANNUAL GENERAL MEETING**

- (1) The Association shall hold an Annual General Meeting once every year during the first term of the school year.

- (2) Nominations for members of the Executive Committee shall be submitted to the secretary at least fourteen days prior to the Annual General Meeting. Nominations may be made at the Annual General Meeting but before the start of the meeting.
- (3) Notice of resolutions involving amendments of or addition to the Constitution and Rules of the Association shall be submitted in writing to the Secretary at least fourteen days before the Annual General Meeting.
- (4) Notice of the Annual General Meeting shall be circulated to members together with copy of the audited accounts for the previous financial year at least twenty-one days before the Annual General Meeting. Such notice shall be deemed to have been served on the date of dispatch.
- (5) The business of the Annual General Meeting shall be conducted as follows:
  - (a) Confirmation of the minutes of the previous Annual General Meeting.
  - (b) Presentation of the annual report of the Executive Committee.
  - (c) Presentation and adoption of the audited accounts for the preceding year.
  - (d) Resolutions submitted in line with Clause 9(3).
  - (e) Election of the Executive Committee when relevant.
  - (f) Appointment of Auditors.
  - (g) Any other business as may be admitted by the Chairperson of the Executive Committee provided such business is within the framework of the Annual General Meeting.

## **10. SPECIAL GENERAL MEETING**

- (1) A Special General Meeting –
  - (a) may be convened at any time by the Executive Committee; and
  - (b) shall be convened within seven days of receipt of a written request by the Secretary by at least two thirds of the members of the Association.
- (2) “The business of the meeting shall be restricted to consideration of motions stated in the notice concerning the meeting, which shall be circulated to members –
  - (a) in the case of a meeting convened under 10(1)(a), no less than fourteen days before the date of such meeting;

(b) in the case of a meeting convened under 10(1)(b), not less than two days before the date of such meeting.”

Amendments to the original motions, if accepted by the Chairperson, may be put to the meeting.

(3) In the case of a meeting convened under 10(1)(a) the Executive Committee may at any time after giving 21 days’ notice in writing convene the meeting.

(4) Meetings shall be presided over by the Chairperson.

(5) The Board of Governors may by giving fourteen days’ notice in writing, convene a Special General Meeting.

## **11. VOTING**

(1) Each member of the Association entitled to vote at a meeting shall have one vote, and any matter to be decided at a meeting shall be decided by a simple majority of votes.

(2) Voting shall be by a show of hands, but members entitled to vote may demand a secret ballot in respect of any resolution. Vote by proxy will not be accepted.

## **12. ACCOUNTS AUDIT AND INSPECTIONS**

(1) All funds received by the Association shall be paid into a bank account in the name of the Association. All cheques or other instruments involving the withdrawal of funds shall be signed by two members of the Executive Committee, one of whom shall be the Treasurer.

(2) The financial year of the Association shall cover a period of 12 months and end on such day as may be determined by the Executive Committee.

(3) Accounts and financial records of the Association shall be audited by an auditor appointed by members of the Association at the Annual General Meeting.

- (4) The audited accounts shall be presented to the Annual General Meeting for its approval/adoption.
- (5) The records of the meetings of the Executive Committee, the audited accounts of the Association, and the records containing the names of the members of the Executive Committee shall be open to inspection by members of the Association.
- (6) The Board of Governors shall have the power to appoint an independent auditor.

### **13. AMENDMENT OF RULES**

Members of the Association may, subject to the Laws of Seychelles regulating Associations, amend this Constitution and Rules of the Association.

### **14. DISSOLUTION OF ASSOCIATION**

Members of the Association may, subject to the Laws of Seychelles regulating Associations, dissolve the Association.