

CONSTITUTION OF
THE MONA PREPARATORY SCHOOL PARENT TEACHER'S
ASSOCIATION

Article 1:- Name of the PTA

The name of the Association is the Mona Preparatory School Parent Teacher's Association ("Mona Prep PTA or "PTA").

Article 2:- Objectives of the Mona Prep PTA

Within the context of the motto of the Mona Preparatory School ("the School") "I SERVE", the Mona Prep PTA is established to provide support in the promotion of the welfare and goals of the School through volunteer service, fund-raising activities, and the support of co-curricular activities.

IN FURTHERANCE of these objectives the Mona Prep PTA will:

- a. Solicit the ideas, opinions and recommendations of its Members and facilitate communication by way of consultations with the Principal and the Board of Governors of the School;
- b. Engage in activities which support the School and advances the education of its students including participation in school, parish and community events;
- c. Arrange and provide for, or join in arranging and providing for meetings, lectures and seminars on education and parenting;
- d. Initiate and/or collaborate with the Board of Governors and Principal of the School to coordinate and raise funds for special projects not otherwise provided for by regular school funding;
- e. Invest the money of the Mona Prep PTA not immediately required for its objects in or on such investments, securities or property as may be thought fit, subject nevertheless to conditions as may from time to time be imposed by law;
- f. Cooperate with other Parent Teacher's Associations and civic bodies having similar and/or complementary educational objectives in order to secure the sustained progress of the School;
- g. Do all such lawful things as are necessary for the attainment of such objects.

Article 3:- Membership

Regular Membership

Membership shall consist of the parents/guardians of children enrolled and the teaching staff of the School.

Associate Membership

Where parents/guardians no longer have students attending the School but wish to continue their interest in the PTA's activities, they may become Associate Members on the payment of an annual subscription to cover administrative costs. The amount of this subscription shall be decided upon at the Annual General Meeting (AGM) of the PTA. Associate Members may not hold office or chair any committee but may vote at Meetings and serve on committees.

Membership is automatic on payment of the applicable dues set each year. Members may be required to complete and submit a membership application form to the Secretary of the PTA as required from time to time. Membership is annual and is renewed automatically on payment of the dues.

Article 4: - Officers and Management

- a. The policy and general management of the affairs of the Mona Prep PTA shall be directed by an executive committee (the "PTA Executive") which shall be made up of the following officers:
 - i. President
 - ii. Vice- President
 - iii. Immediate Past-President – *ex officio* without any voting rights
 - iv. Secretary
 - v. Assistant Secretary
 - vi. Treasurer
 - vii. Assistant Treasurer
 - viii. Fundraising and Sponsorship Chair
 - ix. Teacher Representative
 - x. Grade Representative Chair
 - xi. Sports Chair
 - xii. Medical Chair
 - xiii. Public Relations Chair
 - xiv. Grounds and Facilities Chair
 - xv. Alumni Representative (if the position can be filled)

Additional Representatives may be included as required. The Principal or his/her nominee shall have a permanent position on the PTA Executive.

- b. Any officer of the PTA Executive may be removed from the office for good cause by two thirds (2/3) of the Members at a Special General Meeting and in accordance with this Constitution (notwithstanding the provisions of Article 7(f). Any Member of the PTA shall at any time call for the removal of the President and any or all members of the PTA Executive. The PTA Executive shall be notified in writing and a Special General Meeting of the Members may be requested by the Secretary or Assistant Secretary within fourteen (14) days of the issue of the notification, at which time the matter of the removal of any member of the PTA Executive shall be heard and put to a vote.
- c. The officers of the PTA Executive shall retire annually but be eligible for re-election to the same or another post. No person shall serve more than three (3) consecutive terms in any office, except for the President who shall serve for one year and thereafter shall hold the "ex-officio" office of 'Immediate Past President' for the ensuing year.
- d. The term of office will be for one (1) year (from July 1st to June 30th) for elected and appointed positions.
- e. Unless unable to serve, the Vice-President elected in any year shall hold the position of President in the following year. In the event that the Vice President is unable to serve as President, a new President shall be elected at the AGM or at a Special General Meeting called for this purpose.
- f. If an office other than President or Vice-President becomes vacant during the school year, a Member may be appointed by a majority vote of the PTA Executive to fill the position for the remainder of the school year.
- g. If the office of President becomes vacant, the Vice-President shall act in the position until the convening of a Special General Meeting for the election of a new President. If the office of Vice-President becomes vacant during the year the vacancy shall be filled by election at a Special General Meeting of the Members.
- h. No officer shall resign from office with less than 14 days written notice to the attention of the Secretary.
- i. The office of Teacher Representative shall be selected by the teaching staff and communicated to the President for announcement at the AGM or any subsequent General Meeting if their names are then known.
- j. The PTA Executive has full executive powers to administer the operation of the PTA including the preparation and implementation of such, directives, rules and regulations as may be required for the good governance and prudent management of the business of the PTA.
- k. The PTA shall be represented in all official activities by the President or a nominee of the President.

- I. The PTA Executive may appoint such special or standing committees as may be deemed necessary by the PTA Executive and shall determine their terms of reference, powers, duration and composition. All acts and proceedings of such special or standing committee shall be reported to the PTA Executive as soon as possible being no later than fourteen (14) days after ratification.

Article 5:- PTA Executive Meetings

- a. The PTA Executive shall meet monthly or as frequently as may be found necessary and at any time on request of the President with seven (7) days' notice.
- b. At PTA Executive Meetings seven (7) members shall constitute a quorum. The President shall be the Chair and if absent a person elected by the quorum in attendance at that meeting if the President is unavailable or not present within thirty (30) minutes of the scheduled commencement time of the meeting.
- c. Other persons, outside of the PTA Executive, may attend the PTA Executive meetings, upon application to or on invitation from the President or Vice President of the PTA Executive.

Article 6:- Administration

- a. The President of the PTA represents the Mona Prep PTA on the School's Board and provides a channel of communication between the parents and the School administration.
- b. The President of the PTA shall inform the Principal of its schedule of activities for the school year and seek approval to implement these activities in a timely manner.

Article 7:- General Meetings

- a. The Annual General Meeting of the PTA shall be held no later than June of each year to receive the reports of the outgoing PTA Executive and for election of Officers.
- b. Offices remaining vacant shall be filled at the first General Meeting of the new school year.

- c. Only Members present at the AGM or the General Meeting shall be eligible to vote.
- d. At the Annual General Meeting, or any other General Meeting, twenty (20) Members shall constitute a quorum.
- e. General Meetings of the PTA shall be held at least once per term according to a schedule developed in cooperation with the School administration.
- f. If it is prudent and necessary in the reasonable opinion of the PTA Executive, a Special General Meeting may be called by the Chair of any duly convened PTA Executive Meeting or the Secretary:
 - (i) within (14) days of receipt of a written request signed by not less than 20 Members for the purpose of considering any matter which may have been referred to the PTA Executive by the Members petition; or
 - (ii) for any other purpose of an urgent and important nature.

Article 8:- Elections

- a. Nominating Committee: There shall be a Nominating Committee comprised of the Immediate Past President, the Vice President and five (5) Members from amongst the Grade Representatives elected by the PTA Executive at a regular PTA Executive Meeting and established at least two (2) months prior to the election of officers. The Immediate Past President, or in his/her absence or inability to do so the Vice President, shall convene the first meeting at which the Nominating Committee shall elect its own Chair.
- b. The Nominating Committee shall nominate an eligible Member for each office to be filled and report the list of candidates to a General Meeting no later than thirty (30) days prior to the AGM. At that General Meeting, or at the AGM, additional nominations shall be invited from the Membership.
- c. Only persons who have signified their consent to serve if elected shall be eligible to be nominated for or elected to any office.

Article 9:- Rules of Debate at Meetings

- a. Persons present at a General, Annual General or Special General Meeting who are not Members of the PTA may not participate in discussions. This privilege may be suspended by the Chair on a majority vote at the Meeting.

- b. A Member must be recognized by the Chair before taking the floor to make a motion.
- c. The Chair must acknowledge it is the Member's turn before they are allowed to speak to the meeting and formally propose a course of action.
- d. A motion must begin with the statement 'I move...' and another Member must second the motion by saying, 'I second the motion.'
- e. Once a motion is made and seconded, the Chair states the question so everyone is clear on what is being proposed.
- f. After the Chair opens discussion on the motion, a Member may speak to the question twice, but no one may speak a second time until everyone has an opportunity to speak once.
- g. After discussion the motion will be put to a majority vote and declared carried by the Chair.

Article 10:- Voting

- a. Decisions shall be reached on the basis of a simple majority of Members present and entitled to vote except on constitutional matters as below at paragraph 13. Votes shall be taken on a show of hands or on a poll if requested by a Member.
- b. The PTA Executive shall reserve the right to vote on business via electronic vote. The Chair of the PTA Executive Meeting shall have the authority to call for an electronic vote and to establish the guidelines for that vote. The established quorum of the PTA Executive shall prevail. Results must be recorded in the minutes and ratified at the next PTA Executive Meeting.

Article 11:- Accounts

- a. All money raised by or on behalf of the Mona Prep PTA shall be applied to further its objects and for no other purpose.
- b. The Treasurer shall keep proper accounts of the finances of the Mona Prep PTA and shall present interim reports of the financial affairs no less than once per term at a General Meeting.
- c. The accounts will be audited by an Independent Examiner.

- d. The funds of the PTA shall be lodged in a bank in the name of the Mona Preparatory School Parent Teacher's Association.
- e. The following persons shall be signatories to the accounts: President, Vice-President, Immediate Past President, Secretary, Treasurer and Assistant Treasurer.
- f. Withdrawals from the account on the signature of any two (2) of the six (6) signatories to the account shall be made on approval of the expenditure by the PTA Executive.
- g. Any Member shall be entitled to reimbursement of expenditure authorized by the PTA Executive on presentation of a valid receipt.
- h. The accounts of the PTA shall be audited by the 1st day of September by the Independent Examiner and a report tabled at the first General Meeting following completion of the audit.

Article 12: - Independent Examiner

- a. An Independent Examiner, who shall not be a PTA Executive member, shall be proposed by the Treasurer, appointed by the PTA Executive and ratified at the first General Meeting of the School Year to serve for the ensuing year for purposes of inspection of the accounts of the Mona Prep PTA.
- b. The Independent Examiner shall immediately on closure of the books of accounts by the Treasurer, inspect the accounts and provide a compliance certificate as to the truth and correctness of the accounts on or before the date identified at 11(h) above in time for the first General Meeting of the new School Year at which the Treasurer's final report is to be tabled.
- c. The PTA Executive shall have the power to appoint another Independent Examiner if for any reason the appointed person is unable to fulfill the duty.

Article 13:- Alterations of the Constitution

- a. No alteration or addition to the Constitution shall be made except at an AGM or at a Special General Meeting convened for that purpose, such proposed change being specified in the notice calling the meeting and being approved by not less than two-thirds (2/3) of the Members present. The notice shall be circulated not later than fourteen (14) days before the Meeting.

- b. If the PTA Executive by simple majority resolve at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Mona Prep PTA, it shall call a meeting of all Members who have the power to vote, of which meeting not less than fourteen (14) days' notice (stating the terms of the resolution to be proposed) shall be given. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the PTA Executive shall have the power to dispose of any assets held by or on behalf of the Mona Prep PTA. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred firstly to the School or thereafter to such other charitable institution having objects similar to the objects of the Mona Prep PTA as the PTA Executive may determine.

Article 14:- Notice

All notices and communication regarding any matters dealt with in this constitution must be in writing and delivered to the PTA Secretary if sent to the Mona Prep PTA. Notices shall be deemed effective if sent electronically including by facsimile or email within 24 hours of sending or posting and immediately on publication on the School's Notice Boards designated for such purposes.

APPROVED AT A GENERAL MEETING OF THE PTA HELD ON