

CALABAR HIGH SCHOOL PARENT-TEACHER ASSOCIATION CONSTITUTION
Calabar High School, 61 Red Hills Road, Kingston 20.

COMING INTO EFFECT OF THIS CONSTITUTION

This Constitution shall take effect (and supersede any existing constitution) upon being moved by the existing President of the Association, seconded by the Principal of the School and ratified by a two third majority of members of the Association (based on the existing rules or traditions of the School) present at the General Meeting at which it is considered.

Article 1: Name:

The name of the Association shall be ***“Calabar High School Parent–Teacher Association”***, hereinafter referred to as ***“the PTA”***.

Article 2: Purpose

- 2.1 To form a bond between home and school, and thereby to bring into a closer relationship parents and guardians of students at school and the Teaching Staff with a view to promoting cooperative effort at school, for the benefit of the students.
- 2.2 To support and encourage the welfare of Calabar High School, hereinafter referred to as “the School”.
- 2.3 To provide a channel of communication between the parents/guardians and the School, to inform and discuss with them matters affecting the students and the school.
- 2.4 To assist and cooperate with the School in dealing with resolving problems in respect of which they may invite assistance and or cooperation.
- 2.5 To liaise and cooperate with other Parent-Teachers’ Association Groups for the good and improvement of education, the welfare of Teachers and the school community.
- 2.6 Our Mission Statement shall be: *Calabar High School PTA, embodying parents/guardians and teachers in partnership, is committed to helping Calabar High School to provide quality education in a Christian environment, by maintaining a vibrant forum for cordial, effective communication and collaboration between home and school, thereby helping to promote an environment conducive to the development of excellence.*
- 2.7 To foster and promote the values of Calabar High School as articulated in the School's Mission and Vision Statements
- 2.8 To fulfill the strategic objectives set out by the PTA in accordance with the School's Development Plan.
- 2.9 To make representation to the School Board on behalf of the parents/guardians of students of Calabar High School.
- 2.10 To assist with the development and maintenance of the School's facilities through fund-raising activities.
- 2.11 To promote a clear understanding of the mutual educational responsibilities of parents/guardians and teachers.

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Article 3: Membership

3.1 Membership shall be in three categories:

- i. Full membership – open to all parents and guardians of present students,
- ii. Associate membership – open to parents and teachers who have made outstanding contributions to the School, and
- iii. Honorary membership – open to parents of past students who are still contributing.

3.2 Membership shall be conferred automatically on all parents and guardians of present students.

- (a) All parents/guardians on record with Calabar High School (“the School”) as being the parents/guardians of registered students in the School for the relevant school year **PROVIDED HOWEVER** that where a student has more than one parent/guardian on record, all such persons shall together hold a joint membership. Where a parent/guardian on record has more than one student at the School, they are entitled to hold a single (joint) membership.

- (b) All full-time teaching staff at the School.

A record book shall be kept of all current registered members and such record book shall be present at all general meetings and shall indicate which of such members are in good standing. Only members in good standing shall be allowed to attend. A (joint) member shall be deemed to be in good standing if and only if they are paid up with respect to their registration fee.

The Treasurer’s certification, or (in the absence of the Treasurer) the President’s certification, as to a member’s status as being in good standing or not, shall be final.

3.3 Membership with the PTA is terminated only upon the graduation or expulsion of the child(ren)/ward(s) and in the case of Teachers and Administrative Staff, upon the termination of their employment to the School.

Article 4: Officers

The affairs of the PTA shall be managed by the Executive Committee and the duly elected and selected Officers shall be members of the Executive Committee.

4.1 **The Executive Committee’s Officer Corp shall consist of:**

- i. Nine (9) Elected Officers,
- ii. Five (5) Ex-Officio Members, and
- iii. Sub-Committee Chairpersons as determined by selection from time to time.

i. Elected Officers:

- a. President,
- b. 1st Vice President,
- c. 2nd Vice President,
- d. Secretary,
- e. Assistant Secretary,
- f. Treasurer,
- g. Assistant Treasurer,
- h. Public Relations Officer, and
- i. Assistant Public Relations Officer.

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ii. Ex-Officio Members:

- j. Principal,
- k. PTA Immediate Past President,
- l. A designated member of the Calabar Old Boys Association (COBA), and
- m. Two (2) Teacher Representatives (elected by members of the School's Faculty)

iii. Sub-Committee Chairpersons as per Article 4.2 (vi):

- n. Finance Sub-Committee,
- o. Public Relations Committee,
- p. Technical and Environmental Committee,
- q. Education Committee,
- r. Spiritual Development Committee,
- s. Student Welfare Committee, and
- t. Electoral Committee.

4.2 The general functions of the Officer Corp shall be as follows:

In managing the affairs of the PTA, the Executive Committee shall have the following responsibilities:

- i. To guide and direct the affairs of the PTA,
- ii. To represent vigorously the interest of the PTA to any body, institution, or group,
- iii. To acquire and hold property. To make investments; to dispose of and change the composition of property and investments. To handle with prudence all property and investments of the PTA,
- iv. To apply the PTA's funds for purposes compatible with the Purposes of the PTA as outlined in Article 2,
- v. To encourage wide support for and participation in the affairs and activities of the PTA among parents/guardians and teachers, and
- vi. To appoint Sub-Committees as it may consider necessary, and to frame rules and guidelines for their functioning.

4.3 Determination of Officers:

- 4.3.1 Elected Officers:** Elected Officers shall be appointed at the Annual General Meeting of the PTA and shall hold office for one year from the conclusion of the Annual General Meeting. No member shall be elected to the Executive Committee if their last child in school is in a terminal year (grades 11 or 13) at the school.

The outgoing President shall automatically be appointed as Immediate Past President on the new Executive Committee unless he/she is re-appointed as President in which case the previous Immediate Past President retains his position.

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- 4.3.2 **Selected Officers:** These officers are to be appointed at any PTA meeting by the Executive Committee on an as needed basis from time to time. These are sub-committee Chairpersons and sub-committee members (inclusive of Co-opted members).

Co-opted Members:

The Executive Committee may co-opt any members or non-members (provided that any such non-members are past students, past parents, past teachers or any person willing to serve the School) to fill vacancies on or to serve on sub-committees of the Executive Committee.

Article 5: Meetings

- 5.1 Meetings of the Association shall include:

- i. General Meetings,
- ii. Annual General Meetings,
- iii. Extra-Ordinary General Meeting,
- iv. Executive Committee Meetings,
- v. Sub-Committee Meetings, and
- vi. Ad-hoc Committee Meetings.

- 5.2 Meetings shall be called by way of Notices prepared by the Secretary of the Executive Committee and posted on the School's Notice Board and delivered electronically. Notice shall be deemed to be sufficiently given if delivered to the student for delivery to the parent or representative. The PTA may use such additional measures as it deems fit to give Notice to members. Eg. posting on the school notice board, advertisement in the media; e-mail or text messages.

5.3 Convening of Meetings

- 5.3.1 General Meetings of the PTA shall be held at a minimum of once per academic term or otherwise as may be determined from time to time.
- 5.3.2 The Annual General Meeting shall be held during the middle of the Easter term of each year and not later than 13 months after the previous Annual General Meeting.
- 5.3.3 An Extra-Ordinary General Meetings to fill vacancies and/or to amend the Constitution may be called on the request of five members of the Executive Committee or on the request of twenty-five ordinary members. These meetings shall be held as the need arises.
- 5.3.4 The purpose for an Extra-Ordinary General meeting shall be stated in writing and must be submitted to the President fourteen (14) clear days before the requested date of the meeting.
- 5.3.5 At least fourteen (14) clear days before the date of any Annual or Extra-Ordinary General Meeting, the Secretary shall in writing, give notice to members to be in attendance.
- 5.3.6 The Executive Committee and other Sub-committee meetings shall be held at such times and at such frequency and at such places as each Committee/Sub-committee shall decide, but meetings held shall be a minimum of one per Committee/Sub-committee each academic term.

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- 5.3.7 Any Member in good standing may request the Executive Committee to convene a Special General Meeting to deal with such matter(s) as s/he may consider necessary. Such request must be made in writing to the President and state the intended purpose of the meeting. If such a request is denied, then the Member may requisition a meeting and such requisition must be in writing and must be supported, by way of signatures, of not less than forty (40) other Members in good standing. The Executive Committee shall use its best efforts to convene the requisitioned meeting within four (4) weeks of the date of the request.
- 5.3.8 Any member of the Executive Committee may request the President or in his/her absence the 1st Vice President to convene a special meeting of the Executive committee to deal with such matter(s) as s/he may consider necessary. Such request(s) must be made in writing, stating the purpose of the meeting and must be supported, by way of signatures, of not less than four other members of the Executive Committee. Thereafter the President shall convene a meeting as soon as reasonably practicable

Article 6: Amendments to Constitution

- 6.1 The Constitution shall only be amended at the Annual General Meeting or at an Extra- Ordinary General Meetings.
- 6.2 Notification of any proposed amendment of the Constitution must be stated in writing to the Executive Committee and must be submitted six (6) clear weeks before the requested date of the meeting. After review, such proposed amendments shall be circulated in writing to the membership with comments supporting or opposing the amendment proposed.
- 6.3 The Membership shall have at least four (4) clear weeks prior notice before the matter is placed before a general meeting for a decision.
- 6.4 The requirement to pass an amendment shall be determined by open vote at the meeting called for the purpose; and passage of amendments requires a two-third majority of those persons present and voting at an Annual or Extra-Ordinary General meeting called for such purpose.

Article 7: Auditing of Accounts

- 7.1 An Independent Auditor shall be appointed by the PTA to audit the accounts prior to the Annual General Meeting.
- 7.2 The Auditor should neither be a member of the PTA nor a member of the School's Church Community.
- 7.3 An Audited Report of the PTA's financial standing shall be presented at each Annual General Meeting.

Article 8: Income and Expenditure

The income and properties of the PTA, however derived, shall be applied solely towards the promotion of the purposes of the PTA as set out in this Constitution. No portion thereof, shall be paid or transferred directly or indirectly by way of dividends or bonuses to the members of the PTA, except in accordance with the purposes outlined in Article 2.2 above.

All cheques issued by the PTA shall be signed by the President AS WELL AS *either* the Treasurer *or* the Secretary *or* the Head of the Fundraising Committee, provided that any such expenditure shall have received the prior approval of the President.

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Article 9: Liabilities

The PTA shall not be liable:

- 9.1 to any member for refund of membership dues should their membership be terminated for any reason whatsoever; and

- 9.2 for injuries sustained by, or damage to personal property of, its members or visitors on the premises of the School Compound at any time.

Article 10: Dissolution

If upon dissolution of the PTA, there remains any sum of money after the discharge of all liabilities, the same shall be applied in such a manner as the PTA shall see fit, provided it does not constitute a breach on Article 2 of this Constitution in any manner.

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BY LAWS

Section 1: Election of Officers

The election of the Executive Committee shall be done at the Annual General Meeting of the membership. The Executive committee shall set the actual date. The new term of office shall commence at the beginning of the Summer Term following the Election and terminate at the end Easter Term of the subsequent year.

Elections shall proceed on the basis of:

- i. Candidates sponsored by a Nominations Committee shall be presented and seconded,
- ii. Additional candidates nominated and seconded from the floor,
- iii. Each nominated member, with his/her consent, shall be eligible for nomination, and
- iv. The appointment of a Director of Elections who shall be neutral.

1.1 Nomination Process:

Nomination Day shall be declared twenty-one (21) days before the Annual General Meeting, where nominations of members shall be accepted for election to the Executive Committee of the PTA. Nomination can also be made on the day of the election from the floor. Only members in good standing as defined by Article 3 are eligible to nominate someone.

1.2 Election Process:

- i. Voting shall routinely be by a show of hands. However, on demand for poll by a member in good standing, supported by at least ten (10) members in good standing, voting shall be by secret ballot.
- ii. At the commencement of elections, a neutral Chairperson of Elections shall be appointed for the duration of the election procedures, and there shall be appointed at least two (2) scrutineers.
- iii. The Chairperson of Elections shall guide the meeting through the election procedures and declare the elected officers. The new President shall be allowed remarks.
- iv. The Scrutineers shall be responsible to count those voting in favour or against, and to certify to the Chairperson of Elections the results.
- v. Only members in good standing as defined by Article 3 are eligible to vote; Holders of joint membership are together entitled to one vote which must be unanimous among them, and such unanimity will be presumed where one such joint member cast a vote.
- vii. Voting by absent eligible members shall be permissible by way of either electronic-mail or by Proxy Form and must be submitted to the Chairperson of Electoral Sub-Committee on or before Election Day.
- viii. The Electoral Sub-Committee shall prepare a Voters List of members in good standing.

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1.2.1 Election of Teacher Representatives:

The Management and the Teaching Staff of the School shall elect two (2) Teacher Representatives. Such elections shall be held at the first Teacher's Meeting of the academic year;

1.3 How to fill a Vacancy:

The Executive Committee shall have the right to fill casual vacancies, and such appointments shall automatically expire at the next Annual General Meeting.

Where a vacancy occurs in the office of President, Secretary or Treasurer, the person filling the position of 1st Vice-President, Assistant Secretary or Assistant Treasurer shall automatically succeed to the vacant office.

Where there is no deputy, a member in good standing should be appointed to act in the post pending a By-election to fill the post.

Section 2: Registration Fee

- 2.1 There shall be a Membership Subscription fee payable annually on or before at the beginning of each Academic Year.

The Membership Subscription shall initially be set at \$500.00 but may be reviewed and adjusted annually by the Executive Committee for the ensuing year and shall be subject to ratification at the Annual General Meeting by a simple majority of the Membership present and in good standing.

From time to time the Executive Committee shall determine the amount of the Membership Subscription Fee. Any change in the membership subscription shall be announced at the immediately succeeding general meeting.

- 2.2 Organizations or persons who are non-members may make contributions on special occasions to the PTA.

Section 3: Duties of Officers

- 3.1 The primary duties of each officer are as follows:

3.1.1 **President:** whose duties shall be:

- That of the Senior Executive of the PTA,
- To preside at Executive Committee and General Meetings,
- To provide the casting vote should there be a tie during voting in any meeting,
- Responsibility for coordinating activities of various committees and the smooth operation of the Association,
- To sit on the PTA's Finance Committee, and
- A signatory in conjunction with the Trustees of the Accounts of the PTA.

3.1.2 **Vice-Presidents:** whose duties shall be to:

- Assist the President in the management of the affairs of the PTA, and
- Preside, by succession, over all specified meetings in the President's absence

3.1.3 **Secretary:** whose duties shall be to:

- Record and present a correct account of all meetings of members and of the Executive Committee,
- Serve all notices required by the rules of the PTA,

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- Perform all duties essential to the office of Secretary,
- In the absence of the President, and Vice-Presidents, open all meetings and invite the Executive Committee to select a Chairperson for the meeting, and
- Handle all correspondence of the PTA and shall maintain records of all correspondence sent and received; and discharge such duties as are incumbent upon that office

3.1.4 Assistant Secretary: whose duties shall be to:

- Assist the Secretary in the performance of all assigned duties and in the Secretary's absence to act as Secretary

3.1.5 Treasurer: whose duties shall be to:

- Safeguard the financial and other resources of the PTA,
- Maintain proper records of all Financial Transactions,
- Prepare Financial Statements for General and Executive Meetings,
- Prepare a Budget for approval by the Executive Committee at its Retreat, and
- Arrange for the auditing of Financial Records for the Annual General Meeting
- Chair the Finance Sub-Committee.

3.1.6 Assistant Treasurer: whose duties shall be to:

- Assist the Treasurer in the performance of all assigned duties and in the Treasurer's absence to act as Treasurer.

3.1.7 Public Relations Officer: whose duties shall be to:

- Inform, educate and promote the business of the PTA in order to increase its membership.

3.1.8 Assistant Public Relations Officer: whose duties shall be to:

- Assist the Public Relations Officer in the performance of all assigned duties and in the Public Relations Officer's absence to act as Public Relations Officer.

3.1.9 Teacher Representative – Academic Program: whose duties shall be to:

- To inform and advise the PTA on matters impacting the academic program
- To work closely with Grade Supervisors, Form and Subject Teachers and Class Representatives and keep the Executive Committee and the PTA abreast of the issues concerning each Grade

3.1.10 Sub-Committee Chairpersons: whose duties shall be to:

- To Coordinate discussions and projects of their designated Sub-Committee
- To provide the Executive Committee with a documented report of their progress:
 - i. Finance Committee and its Fund Raising Sub-Committee
 - ii. Public Relations Committee
 - iii. Technical and Environmental Committee
 - iv. Education Committee
 - v. Spiritual Development Committee
 - vi. Student Welfare Committee
 - vii. Electoral Committee

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3.2 Basic Requirements

- 3.2.1 The term of office is one year. No Officer shall continue in the same office for more than three consecutive years. They may, however, seek re-election in the fifth year. No Elected Officer shall hold the same office for more than two (2) consecutive terms and serve on the Executive for more than five (5) years in total.
- 3.2.2 Each appointee, with his/her consent, shall be eligible for re-election pursuant to Article 4.3 (1) (2)
- 3.2.3 Officers shall be members in good standing and are required to attend all meetings including Committee Meetings.
- 3.2.4 Officers are required to adhere to the **PTA Code of Conduct** as specified in Section 7, should display leadership qualities and keen interest in the advancement of the PTA;
- 3.2.5 Any Committee member who is absent from three (3) or more consecutive Executive Committee Meetings without a reasonable excuse will be considered to have vacated his/her post.

Section 4: Committees

- 4.1 Committees to be appointed are:
 - i. Finance Committee,
 - ii. Fund-Raising Committee,
 - iii. Public Relations Committee,
 - iv. Technical Environmental Committee,
 - v. Education Committee,
 - vi. Spiritual Development Committee,
 - vii. Student Welfare Committee,
 - viii. Election Committee, and
 - ix. Any other required committee.
- 4.2 The Committees' Terms of Reference (TOR) - To administer matters specific to their subject area as it relates to the PTA's business year.
- 4.3 The Executive Committee shall be appointed by election of the members of the PTA at the Annual General Meeting; and all other Committees shall be appointed by selection from the membership of the Parent Teachers' Association.

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Section 5: Quorum

- 5.1 The quorum for General Meetings, Special General Meetings or Annual General Meetings shall be fifty (50) members in person or by proxy in good standing. Any proxy form shall be signed by the member and witnessed by the appointed proxy who must also be a member in good standing
- 5.2 The quorum for meetings of the Executive Committee shall be seven (7) members which shall include at least four (4) elected Officers, one of whom shall be the President or a Vice President.
- 5.3 The quorum for a Sub-committee meeting shall be three (3) members which shall include the Chairperson.
- 5.4 The determination of a Quorum for a given year shall be recorded in the Minutes of the first Annual General Meeting.

Section 6: Amendment to By-Laws

- 6.1 The By-Laws shall only be amended at the Annual General Meeting or at an Extra- Ordinary General Meeting,
- 6.2 These shall be submitted in writing to the Executive Committee. After review, such proposed amendments shall be circulated in writing to members with comments supporting or opposing the amendment proposed,
- 6.3 Members shall have at four (4) week's prior notice before the matter is placed before a general meeting for a decision,
- 6.4 The requirement to pass an amendment shall be determined by open vote at the meeting called for the purpose of the amendment, and
- 6.5 Passage of amendments requires a two-third majority of those persons present and voting at an Annual or Extra-Ordinary General meeting called for such purpose.

Section 7: Code of Conduct

- 7.1 Members should not be disruptive and should observe the normal rules applying to polite public discourse, and
- 7.2 Members, while on the School's grounds or at School related functions elsewhere are expected to observe the standard rules of public conduct and refrain from any conduct likely to bring the School or the PTA into disrepute. They should respect the rules regarding use of the School's grounds, rooms and fixtures and to, at all times, use the official channels available for interfacing with the school.