

SPRINGFIELD CONVENT SCHOOL

PARENT TEACHER ASSOCIATION CONSTITUTION

AUGUST 2012

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1. NAME

The name of the Association shall be:

SPRINGFIELD CONVENT PARENT-TEACHERS ASSOCIATION

hereinafter called the "Association"

2. OBJECT

To do all things worthwhile and desirable for the benefit of the school without interfering in any way with the general control or teaching policy or intervening in, or receiving, any grievances of pupils. The Association shall in the furtherance of its main object:

- 2.1 Promote and foster open communication and co-operation among staff, students, parents and the School Board of Governors.
- 2.2 Review the resources of the school and where these can be in any way improved upon, do all in its power to promote and assist such improvement. This assistance includes the raising of the necessary funds which may be required by the Board and / or the Principals in the provision / acquisition of facilities required by the school and / or the defraying of any expenditure considered to be for the benefit, directly or indirectly of the students.
- 2.3 Maintain close harmony with the Board in accordance with its own constitution and the constitution of the Board. The Association shall at regular intervals liaise with the Board to discuss the needs of the school and to establish priorities in fundraising and expenditure.
- 2.4 Maintain close harmony with School Management through the system of the Class Representatives. The Class representatives form a portfolio within the Association. The Class Representatives of the Senior School and Junior School will create, maintain and monitor close links with the respective Principals with the object of sharing both the needs of the Schools and any general grievances or suggestions from the Parents.

3. MEMBERSHIP

Membership of the Association shall be on an annual basis and shall be open to:

- (a) All parents and guardians of students registered at the school as well as the Sisters and teaching staff,
- (b) At the discretion of the Committee, any other person who applies for membership of the Association

4. MANAGEMENT

- 4.1 The management in the Association shall be vested in a committee comprising:
 - 4.1.1 a chairperson
 - 4.1.2 a vice chairperson
 - 4.1.3 an administrative secretary
 - 4.1.4 a treasurer
 - 4.1.5 six ordinary members
 - 4.1.6 the Convent Prioress or her nominee
 - 4.1.7 the two principals
 - 4.1.8 the four vice principals
 - 4.1.9 two members of teaching staff nominated by the principals
- 4.2 Only persons who are members of the Association are eligible for appointment to the Committee.
- 4.3 Five elected members of the Committee shall hold office for two consecutive years, the remaining five until the conclusion of the next Annual General Meeting. All retiring members shall be eligible for re-election.
- 4.4 The Committee, at its last meeting before the Annual General Meeting, shall elect the five members who are to remain for their second consecutive year.
- 4.5 A quorum at a Committee meeting shall comprise 9 persons.
- 4.6 Decisions of the Committee shall be taken by majority vote. The Chairperson shall have a casting vote as well as a deliberative vote.
- 4.7 A Committee member's seat shall become vacant if the member
 - 4.7.1 ceases to be a member of the Association before the end of his/her term of office;
 - 4.7.2 resigns;
 - 4.7.3 is declared insane;
 - 4.7.4 dies;
 - 4.7.5 acts against the interests of the Association;
 - 4.7.6 absents himself/herself without reasonable cause or apology from more than three Committee meetings.

- 4,8 When a member vacates his/her seat on the Committee, the Committee shall forthwith co-opt a member to fill the vacancy. Any member so co-opted shall hold office until the next Annual General Meeting,

5. POWERS OF THE COMMITTEE

- 5.1 To manage the business of the Association in terms of the Constitution.
- 5.2 To appoint sub-committees when necessary and to delegate to them such power as may be desirable.
- 5.3 To co-opt additional members if required.
- 5,4 To decide when and where meetings of the Association are to be held and to make all the necessary arrangements.

6. FINANCES

- 6.1 All monies shall be handled by the Treasurer or delegated to the Administrative Secretary and all payments shall be made by authorisation of the Committee,
- 6.2 The Committee shall be empowered to:
- 6,2.1 Invest any funds of the Association in such a manner as it may in its discretion decide, and, from time to time, alter and vary investments
- 6.2.2 Borrow monies and secure fulfilment of any contracts or engagements entered into by the Committee in such a manner as the Committee may deem fit;
- 6.2.3 Institute, conduct, defend and abandon any legal proceeding by and against the Association or its officers or otherwise concerning the affairs of the Association;
- 6.2.4 Open banking accounts in the name of the Association to draw, accept, endorse, make and execute bills of exchange, cheques, promissory notes, and other negotiable Instruments connected with the business of the Association.

Such bills of exchange, cheques, promissory notes and other negotiable instruments comprising withdrawals shall be signed and or authorised by any two of the following members of the Committee,

Chairperson

The Convent Prioress

The School Principals

Treasurer

Administrative Secretary

- 6.3 Copies of the audited PTA accounts shall be sent annually to the Region Prioress and to the Chairman of the Board.
- 6.4 In matters of expenditure, apart from running costs, the Association shall not be entitled to approve such where the cost of anyone item is in excess of the amount laid down by the Regional Dominican Chapter. For such expenditure, approval of the Board, the Region Prioress and Council is required.

7. INDEMNITY

The resources of the Association shall be liable for the debts of the Association and the members shall not be personally liable for such debts or any portion thereof.

8. MEETINGS

- 8.1 The Annual General Meeting shall be held during the first two months of the school year. At least fourteen days written notice of this meeting must be given to all members.
- 8.2 Special general meetings may be called whenever the Committee deems it desirable and/or by either of the principals and/or parents representing at least 15% of the members of the Association. Such representation must be formally recorded.

Fourteen days written notice must be given to members. Such notice shall contain full details of the reason for calling such a special meeting.
- 8.3 Voting: Unless otherwise provided for in this constitution, all members present at any meeting shall be entitled to one vote each and decisions shall be taken by majority vote. The Chairperson shall have a casting vote as well as a deliberative vote.
- 8.4 Quorum: Unless otherwise stated a quorum at any general meeting and/or special meeting shall constitute 50 members of the Association other than the Mother Prioress, principals or teaching staff who may attend.
- 8.5 General meetings of the Committee are to be held as in paragraph 5.4 of this constitution.
- 8.6 No Annual General or Special Meeting may be held during a school holiday period.
- 8.7 The minutes of Annual General Meetings shall be recorded and made available to the School Board of Governors, principals, members and teaching/lay staff.

9. AMENDMENTS TO THE CONSTITUTION

Any amendment to this constitution shall be passed by a seventy five per cent majority of the members present at the Annual General Meeting or a Special Meeting called for that purpose. At least fourteen days' notice in writing shall be given of any such meeting. Such amendment would be subject to the approval of the Board and the Region Prioress and her Council.

10. DISSOLUTION

The Association may be dissolved at a special meeting called for such purpose by a majority of seventy five percent of the members present in conjunction with the School Board.

If, upon dissolution of the Association, there remain after satisfactory settlement of all its debts and liabilities, any assets of the Association, these shall be given and/or transferred to the Dominican Sisters to be used at their discretion in any manner that they, the School Board and the Regional Council may deem fit.

11. INTERPRETATION OF CONSTITUTION

In the event of any dispute arising as to the interpretation of any clause, section or word in the Constitution, the Committee's decision as to the relevant interpretation shall prevail. In the event of an appeal against the Committee's decision, it shall be referred to the Board. If the Board fails to resolve the dispute, the interpretation of the Regional Vicar and her Council shall be final and binding.