

**THE CONSTITUTION OF  
THE CHARLES F. BROOME MEMORIAL PRIMARY SCHOOL  
PARENT TEACHERS' ASSOCIATION**

**ARTICLE 1 - NAME**

The name of the Association shall be the Charles F. Broome Parent Teachers' Association ("CFB PTA").

**ARTICLE 2 - OBJECTIVES**

1. To establish a closer relationship between the home and the School so that parents and teachers may co-operate in the training and education of the child.
2. To promote the welfare of children in the home, school and community.
3. To promote culture and educational activities.

**ARTICLE 3 - OFFICERS**

1. The Officers of the Association shall be:  

President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President (ex officio the Principal), General Secretary, Treasurer, Assistant Secretary/Treasurer and Public Relations Officer
2. The Principal shall hold the Office of 2<sup>nd</sup> Vice President.
3. All other officers shall normally be elected at the Annual General Meeting (AGM).
4. Any elected officer failing to attend either three (3) consecutive general or executive meetings without a reasonable excuse (in writing) shall be deemed to have vacated the office. The said office shall be declared vacant by the President, and at the next meeting of the Association an election for that office shall be held.
5. Three (3) trustees shall be elected at the AGM.
6. Two (2) members shall be elected at the AGM for the posts of auditor who shall have accounting or auditing experience of no less than five years.
7. To ensure that at least one teacher representative is on the Executive Committee, a teacher of the School shall, when necessary, be appointed to the Committee subsequent to the general elections in consultation with the Principal and Executive.

## **ARTICLE 4 – ORGANISATION**

### **EXECUTIVE COMMITTEE**

#### **Composition, Function and Tenure of Office**

1. The composition and functions of the Executive Committee: -
2. The Immediate Past President shall be a member of the Executive Committee.
3. The Executive Committee shall consist of the Officers, the immediate Past President and four (4) ordinary members elected at the AGM. The Executive shall be responsible to the Association for policy and administration. The Executive shall meet at least once a school term to: -
  - (a) review membership of the General Body;
  - (b) review finances;
  - (c) prepare plans or programmes of activities and oversee the policy and administration of the Association and have full authority to transact business for and on behalf of the Association;
  - (d) generally do all things necessary for the upliftment of the Association; and
  - (e) report its activities and all business transactions at its meetings to the general body.
4. Tenure of office of all Executive Committee members shall be for a period of one year from the date of the AGM or such earlier date as the Executive Committee shall determine.

#### **Quorum**

5. Five (5) members shall form a quorum at meetings of the Executive Committee: President, 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice President and three (3) others, Secretary or Assistant Secretary/Treasurer.

#### **Sub-Committees**

6. The Executive may appoint such sub-committees to investigate and report on any matter or project which it may deem fit from time to time.

#### **Vacancy of Office**

7.
  - (a) A member of the Executive Committee who fails, refuses and or omits without reasonable written excuse to the General Secretary to attend either three (3) consecutive general or executive meetings without a reasonable excuse (in writing) or tenders his/her resignation in writing shall be deemed to have vacated the office;
  - (b) Where a vacancy occurs in any office of the Executive Committee, the office may be filled by election by a member in good financial standing at the next General Meeting for the remainder of the term of office of the Executive Committee.

Failure of the Executive Committee to Meet

8. (a) Where and in the event that the Executive Committee as a body fails to meet in person to discuss and handle the business and operations of the Association for at least once a school term the Executive Committee shall cease to exist.
- (b) Thereafter, twenty five (25) members of the Association may forward a written notice four weeks in advance of the date of the meeting of their intention to call and convene a Special General Meeting to elect an Executive Committee for the remainder of the term of office.
- (c) Notice of the Special General Meeting shall be handed by twenty five members in good financial standing to the 2<sup>nd</sup> Vice President (ex officio) who shall circulate the Notice to all members of the Association at least two weeks prior to the meeting.

**ARTICLE 5 – DUTIES OF OFFICERS**

**1. PRESIDENT**

- (a) Shall be the Chief Executive Officer of the Association;
- (b) Shall have general charge and supervision of the business of the Association;
- (c) Shall preside at all meetings of the Association and the Executive Committee;
- (d) Shall appoint sub-committees as are necessary with the approval of the Executive Committee;
- (e) Shall coordinate the work so that the objectives of the Association may be achieved;
- (f) Shall be a member of all committees (ex officio);
- (g) Shall perform such other duties as may be assigned to him/her by the Executive Committee; and
- (h) Shall present and circulate a written report of all activities during his/her tenure at the AGM.

**2. FIRST VICE PRESIDENT**

- (a) Shall assist the President in the performance of the duties of that office;
- (b) Shall perform the duties of President in the event of his/her absence;
- (c) Shall perform such other duties as may be assigned to him/her by the Executive Committee; and
- (d) Shall be directly responsible for the trustees and the execution of their duties.

**3. SECOND VICE PRESIDENT**

- (a) Shall represent the school's interest in all matters at meetings of the Executive Committee and the general body;
- (b) Shall act as a liaison between the Executive Committee and the school and the Ministry of Education;
- (c) Shall report on matters pertaining to the school from time to time;
- (d) Shall assist the President in the performance of the duties of that office; and
- (e) Shall assist the Executive Committee with the smooth and efficient function of the PTA.

**4. GENERAL SECRETARY**

- (a) Shall be responsible for the minutes of all meetings of the Executive Committee and the General Body of the Association;
- (b) Shall attend to correspondence;
- (c) Shall assist the President with the preparation of the Annual Report of the Association;
- (d) Shall despatch notices of meetings at least seven (7) days before the meeting except in the case of the AGM, when at least fourteen (14) days notice shall be given; and
- (e) Shall keep a register of all members of the Association.

**5. TREASURER**

- (a) Shall receive all monies on behalf of the Association;
- (b) Shall keep not more than fifty dollars (\$50.00) in hand, and deposit in the name of the Association all funds in excess of this amount in the bank approved by the Association within one week (7 days) of receipt;
- (c) Shall present a financial statement or compilation/review report to the Executive Committee for presentation and circulation to members at every AGM;
- (d) Shall present a statement of accounts at an Executive Meeting when requested by the Executive Committee to do so, such statement of accounts may be presented unaudited;
- (e) Shall keep a full and accurate account of receipts and disbursement of funds;
- (f) All withdrawals shall be signed by at least two (2) of the three (3) signatories (President, Treasurer and General Secretary); and
- (g) Shall be responsible for all monies of the Association

**6. ASSISTANT SECRETARY/TREASURER**

- (a) Shall assist the General Secretary and Treasurer in the performance of the duties of that office; and
- (b) Shall perform the duties of General Secretary or Treasurer in the event of their absence.

**7. PUBLIC RELATIONS OFFICER**

- (a) In collaboration with the Executive Committee, develop and implement PR plans and programmes on behalf of CFB PTA; and
- (b) The Public Relations Officer shall perform duties as may be assigned to him/her by the Executive Committee with respect to promotion of the Association's activities.

**ARTICLE 6 - DUTIES OF OTHER MEMBERS OF THE EXECUTIVE COMMITTEE**

**1. IMMEDIATE PAST PRESIDENT**

- (a) Shall be available for consultation to the Executive Committee and the General Association;
- (b) Shall advise the President on matters pertaining to the operations of the Association so as to ensure continuity of projects, goals and objectives; and
- (c) Shall perform such other duties as may be assigned to him/her by the Executive Committee.

**2. FLOOR MEMBER**

- (a) Shall generally assist the Executive Committee with the smooth and efficient running of the Association; and
- (b) Shall perform such other duties as may be assigned to him/her by the Executive Committee.

**ARTICLE 7 - OTHER DUTIES**

**1. TRUSTEES**

- (a) Shall be individually and collectively responsible to the Executive Committee for the storage and safekeeping, maintenance and upkeep of all property of the Association;
- (b) Shall keep an inventory register of all property of the Association; and
- (c) Shall attend meetings of the Executive Committee as requested by the Executive Committee.

**2. AUDITORS**

Shall audit the accounts of the Association in preparation for the AGM.

**ARTICLE 8 – MEMBERSHIP**

- 1. Membership shall be opened to every teacher or parent/guardian of children of the school.
- 2. Subscription fee of (\$10.00) per family or as the General Association may fix from time to time.
- 3. There shall be two forms of membership namely ordinary membership and honorary membership.
  - (a) Ordinary members shall be as outlined in paragraph 8(1) above; and
  - (b) Honorary members shall be as designated by the Executive Committee.
- 4. Any member may resign from the Association by submitting in writing his or her resignation to the General Secretary.
- 5. There shall be a register compiled and kept by the General Secretary or Assistant Secretary/Treasurer of the roll of Members, their class of membership and the status of their subscriptions.

**ARTICLE 9 – CONDUCT OF ANNUAL GENERAL MEETINGS EXECUTIVE COMMITTEE MEETINGS GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS**

1. The Association shall meet on the first Sunday of each month during the school term at the school or at any time or place, which the Executive Committee may fix from time to time.
2. The AGM shall be held on the first Sunday of October each year at the school or at such place and time as the Executive Committee shall decide.
3. The General Secretary shall despatch notices of meetings at least seven (7) days before the meeting except in the case of the AGM, when at least fourteen (14) days notice shall be given.
4. Only members in good financial standing will be eligible to vote.
5. A quorum for the AGM shall be fifty (50) members in good financial standing.
6. A quorum for a General Meeting shall be twenty (25) members.
7. At any time the Executive Committee shall convene a Special General Meeting, on any day of the week, on the written request of no less than twenty five (25) members of good financial standing who shall give such prior notice of two weeks to the General Secretary to discuss a matter or matters of interest to the Association.

**ARTICLE 10 - CONSTITUTION**

1. The Constitution of the Association shall be amended only at an AGM. Resolutions to amend the Constitution shall be submitted to the General Secretary at least one month before the date of the AGM. Resolutions to amend the Constitution must receive a two-thirds majority of votes of the members present.
2. The proposed Resolution shall be circulated to members no less than seven days' prior to the AGM.
3. The decision of the Executive Committee on a question of interpretation of the Constitution shall be final and binding on the members.
4. The decision of the Executive Committee on a matter affecting the Association and not provided for in the Constitution shall be final and binding on members.

**ARTICLE 11 - THE FINANCIAL YEAR**

The financial year of the Association shall be the 1<sup>st</sup> day of September of any given year to the 31<sup>st</sup> day of August of the following year.

## **ARTICLE 12 - VOTING AND ELECTIONS**

1. Honorary members shall not be entitled to vote at meetings of the Association or to hold office in the Association and are exempted from the payment of subscriptions to the Association.
2. Members who are not in good financial standing shall forfeit the right to hold office in the Association, to vote at meetings or to convene or call a special general meeting;
3. At AGMs, voting for positions on the Executive Committee shall be by casting of a ballot unless otherwise decided by a majority of the members present. A scrutineer shall be appointed from among the members to preside over the elections and the scrutineer shall not be eligible to vote;
  - (a) All other voting at AGMs shall be conducted by show of hands;
  - (b) In the event of a tie in the votes, then the Scrutineer shall recount the votes cast;
  - (c) Where on a recount, a tie of votes still exist, the Scrutineer shall conduct another election by ballot for the specific post on the Executive Committee or for the post of Trustee or Auditor.
4. At all General, Special General and Executive Committee meetings, a vote shall be by a show of hands.
5. After the second election by ballot and in the event of a tie of votes at the AGM or an Executive Committee Meeting, the President shall have the casting vote save and except in relation to the post of President.
6. Where in the case of the election of a President there is a tie votes after the second election by ballot, the Second Vice President shall have the casting vote.