

St. Stephen's College

**PARENT TEACHER
ASSOCIATION**

CONSTITUTION

Accepted and Approved by 2020 - 2021 PTA Executive: 12th October 2021

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PREAMBLE

WE, the Parents/Guardians of the Students and the Teachers at St. Stephen's College herein assembled:

Appreciative of the fact that the education of the child is a shared responsibility between Parents and the School/Teachers,

Conscious of the need to form a strong partnership between Parents and Teachers to facilitate the proper and holistic education of our children,

Determined, therefore, to come together to form and operate a Parent-Teacher Association (PTA), to provide a common platform, for purposeful dialogue and interaction between Parents and Teachers on the best ways of ensuring quality teaching and learning for students at St. Stephen's College,

Do hereby, solemnly adopt enact and give to ourselves, our P.T.A and all its members, this Constitution.



Marlon Mohammed
PTA President
12th October, 2021

ARTICLE 1: NAME

The name of the Association shall be the “**St. Stephen’s College Parent Teacher Association**” referred to as the “**St. Stephen’s College PTA**” or “**SSC PTA**”.

ARTICLE 2: AIMS AND OBJECTIVES

The Aims of the Association shall be:

- a) To enhance the image of St. Stephen's College and promote the College as a premier local institution of academic excellence and holistic development.
- b) To bring St. Stephen's College, its teachers, and the students' parents and/or guardians in closer association.
- c) To bring St. Stephen's College and stakeholders in the greater community in closer association.
- d) To assist St. Stephen's College in promoting the moral and spiritual values of students in accordance with the doctrines and policies of The Anglican Church in the Diocese of Trinidad and Tobago.
- e) To assist St. Stephen's College in its various development programmes and to create and support projects deemed necessary at St. Stephen's College.
- f) To assist needy students by contributing to their academic requirements such as book allowances and financial contributions
- g) To provide incentives such as rewards and prizes to the best students in the annual prize-giving ceremonies
- h) To initiate seminars, lectures and other academic functions for the benefit enlightenment and enhancement of parents, students, and teachers alike.
- i) In furtherance of the objects specified above, to act as a channel of communication between its members and St. Stephen's College and other bodies.

ARTICLE 3: MEMBERSHIP

Section A: **Ordinary Members**

Subsection a: All Parents or Guardians of students currently attending St. Stephen's College and all members of teaching and non-teaching Staff (hereinafter referred to as Staff) of St. Stephen's College shall be Ordinary Members of the Association and have voting rights.

Section B: **Ex Officio Members**

Subsection a: The Principal and Vice Principal of St. Stephen's College and the President of the St. Stephen's College Alumni Association are Ex Officio members of the Association.

Section C: **Associate Members**

Subsection a: Associate membership may be conferred on any parent or guardian of past students or members of the community upon written application to the Association.

Subsection b: Associate members shall not have the right to vote or hold office in the Association.

Section D: **Honorary Members**

Subsection a: Honorary Membership may be conferred upon any individual other than an Ordinary or an Associate Member invited by the Executive Committee based on their special association with St. Stephen's College or for commendable services to St. Stephen's College and/or the Association.

Subsection b: Honorary members shall not have the right to vote or hold office in the Association.

Section E: **Register of Members**

Subsection a: The Association shall keep a register of its Members.

Section F: Membership Fee

Subsection a: In the case of Parents or Guardians, a Membership Fee as determined by the Executive Committee, is payable on the Registration Day of their child or ward.

Subsection b: Ex-officio members and Staff members are exempt from this membership fee.

ARTICLE 4: OFFICERS OF THE ASSOCIATION

The Officers of the Association shall include:

Executive Officers (9)

- President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Education Officer
- Public Relations Officer
- Trustees (2)

Ex Officio Members (3)

- Principal
- Vice Principal
- President of The St. Stephen's College Alumni Association

Staff Representatives (up to 4)

- Staff Representatives

Executive Floor Members (11)

- Executive Floor (Committee) Members

ARTICLE 5: DUTIES OF THE OFFICERS

Section A: President

Subsection a: The President shall act as the Head of the Association and shall preside at all meetings of the Association.

Subsection b: The President shall be responsible for the smooth running of the Association and see that regular meetings and elections are duly called and held.

Subsection c: The President shall uphold the Association's Constitution at all times.

Subsection d: The President shall present after consultation with the Secretary, an Annual Report to the Annual General Meeting (AGM).

Subsection e: The President shall be responsible for all communication and the distribution of correspondence from the Association.

Section B: Vice President

Subsection a: The Vice president shall assist the President in carrying out the functions of that office.

Subsection b: The Vice President shall perform the duties and exercise the powers of the President during the absence of the President.

Section C: Secretary

Subsection a: The Secretary shall be responsible for the recording and preparation of the Minutes of all meetings of the Executive Committee.

Subsection b: The Secretary shall be responsible for circulating the Minutes for corrections and presenting final corrected minutes to the Executive Committee for approval.

Subsection c: The Secretary shall circulate all Minutes within fourteen (14) days of a concluded meeting.

Subsection d: The Secretary shall be responsible for maintaining a record (file), electronic or print, of all approved minutes and other documents.

Subsection e: The Secretary shall prepare in consultation with the President, a list of Executive Officers of the Association immediately following their elections and forward same to the Executive Secretaries of the St. Stephen's College Administrative Committee and the St. Stephen's College Board of Management.

Subsection f: The Secretary shall in consultation with the President, be responsible for the preparation and dispatch of notices to Association members to attend meetings.

Subsection g: The Secretary shall in consultation with the President, be responsible for the preparation of the Agenda for all meetings of the Executive Committee and the Annual General Meeting (AGM).

Subsection h: The Secretary shall in consultation with the President, be responsible for the preparation of the Annual Report to be presented at the Annual General Meeting (AGM).

Subsection i: The Secretary shall maintain a Register of the Association's members. The Register should include names, telephone numbers and email addresses of members.

Subsection j: The Secretary shall perform all other duties incidental to that office and such duties that may be assigned by the Executive Committee.

Subsection k: The Secretary, along with the Treasurer and any other countersigning officers having completed their terms of office or resigned, must immediately notify the bank for making necessary arrangements.

Subsection l: The Secretary shall in consultation with the President and Treasurer, prepare a yearly plan of activities of the Association. (*See Appendix A*)

Section D: Assistant Secretary

Subsection a: The Assistant Secretary shall assist the Secretary in carrying out the functions of that office.

Subsection b: The Assistant Secretary shall perform the duties and exercise the powers of the Secretary during the absence of the Secretary.

Subsection c: The Assistant Secretary shall perform all other duties that may be assigned by the Executive Committee.

Section E: Education Officer

Subsection a: The Education Officer shall be responsible for the collection and dissemination of information that will enable the Association to be knowledgeable of all local as well as Regional, National and International developments in the PTA movement.

Subsection b: The Education Officer shall develop a programme to inform and re-tool the membership with knowledge, skills and competencies on parenting issues and other related child/parent/teacher infringements.

Subsection c: The Education Officer shall keep a file of all relevant news clippings and photographs in the print and electronic media and all PTA related matters.

Subsection d: The Education Officer shall join with the Public Relations Officer and Secretary to produce a unit annual newsletter.

Subsection e: The Education Officer shall be responsible for securing the services of technical persons from outside and inside the PTA to deliver and present information to the membership on matters which satisfy the objects of the PTA.

Subsection f: The Education Officer shall perform any other duties assigned to him/her by the Executive Committee.

Section F: Treasurer

Subsection a: The Treasurer shall provide a budget at the commencement of each school year, at the second meeting of the incoming Executive Committee which is to be approved by the Executive Committee.

Subsection b: The Treasurer shall keep an accurate account of income and authorised expenditure. Sources of income include but are not limited to Membership fee charges for activities and other subsidies – Subsidies and sponsorship or donations from other organisations.

Subsection c: The Treasurer shall present a report of the Financial Status and Statement of Accounts at all meetings of the Executive Committee.

Subsection d: The Treasurer shall present an audited statement of the year's income and expenditure at the Annual General Meeting (AGM).

Subsection e: The Treasurer shall compile an annual financial report at the end of the school year for auditing by an auditor appointed by the Parent-Teacher Association and to submit it to the General Meeting for verification and adoption

Subsection f: The Treasurer shall disburse funds in payment of the Association's obligations only on authority given by the Executive Committee.

Subsection g: The Treasurer shall keep bank passbooks, monthly statements, cheque books and all accounting books/records and receipt books of the Association.

Subsection h: The Treasurer shall properly maintain receipts for reimbursement and disbursement and to add "serial numbers" to the receipts to facilitate audit and inspection. The name(s) of payee(s) and the nature of the payment must be written on each receipt.

Subsection i: The Treasurer shall deposit all cheques into the bank accounts of the Parent-Teacher Association and record all deposits and withdrawals in the account books as soon as possible.

Subsection j: The Treasurer shall keep all cheques that have been cancelled and/or voided for auditing.

Subsection k: The Treasurer shall, along with the Trustees, Secretary and President approve a petty cash reserve, if there are operational needs and shall reimburse petty cash upon submission of a receipt and after verification.

Subsection l: Signing and issue of blank cheques is strictly prohibited.

Section G: Trustees

Subsection a: The Trustees shall be responsible for the "ASSETS" of The PTA and shall present a "WRITTEN REPORT" at the Annual General Meeting.

Subsection b: The Trustees shall perform such other duties as may be delegated by The PTA Executive.

Subsection c: The Trustees shall ensure the PTA is carrying out its purposes for the benefit of the institution.

Subsection d: The Trustees shall ensure the PTA is carrying out the purposes for which it is set up, and no other purpose. This means the Trustees must ensure they understand the PTA's purposes as set out in its governing document plan what the organization will do, and what it wants to achieve and be able to explain how all of the Executive's activities are intended to further or support its purposes.

Subsection e: The Trustees shall avoid putting themselves in a position where the duty to the PTA conflicts with their personal interests or loyalty to any other person or body.

Subsection f: The Trustees shall not receive any benefit from the PTA unless it is properly authorised and is clearly in the organization's interests.

Subsection g: The Trustees must act responsibly, reasonably and honestly.

Subsection h: The Trustees must ensure the PTA's assets are only used to support or carry out its purposes, and not take inappropriate risks with the organization's assets or reputation. Take special care when investing or borrowing to ensure compliance with any restrictions on spending funds.

Subsection i: The Trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that the PTA is not vulnerable to fraud or theft, or other kinds of abuse.

Subsection j: The Trustees shall ensure the organization is accountable and must ensure compliance with statutory accounting and reporting requirements.

Section H: Public Relations Officer

Subsection a: The Public Relations Officer shall be responsible for developing internal and external communications.

Subsection b: The Public Relations Officer shall, with approval from the President and Secretary, report and clarify to membership of the Association, the policies, and actions of the Executive Committee.

Subsection c: The Public Relations Officer shall develop cohesiveness among the members of the Association by ensuring two-way communication.

Subsection d: The Public Relations Officer shall advertise the activities of the Association.

Subsection e: The Public Relations Officer shall inform the public of educational and other issues which are of mutual concern.

Subsection f: The Public Relations Officer shall maintain liaison with the community leadership in all major institutions to promote the objectives of the Association.

Subsection g: The Public Relations Officer shall undertake any other responsibilities that are assigned by the Executive Committee to promote the objectives and strategies of the Association.

Subsection h: The Public Relations Officer shall designate a contact person for the network to strengthen the impact of the affairs of the Association and the relationship among the executive committee members.

Subsection i: The Public Relations Officer shall invite the former chairman and committee members or chairmen and committee members from past years to be the advisors whose experience is valuable to the promotion of the affairs of the Association.

Subsection j: The Public Relations Officer shall establish and maintain liaison networks at each class level of the school for strengthening the connection between the committee members and the parents who would be encouraged to express their needs, opinions, and feelings directly to the committee members of the class level concerned.

Subsection k: The Public Relations Officer shall, in consultation with the President and Secretary, increase the channels of communication through publishing news of the activities of the Association.

Subsection l: The Public Relations Officer shall invite parents, if necessary, and with the prior consent of the President, to fill out questionnaires to collect their opinions.

Subsection m: The Public Relations Officer shall, in conjunction with the Secretary and President, prepare and present at the second meeting of the incoming Executive Committee, a calendar of activities of the Association for the academic year.

Section I: Ex Officio Members

Subsection a: The Ex Officio Members shall represent their respective offices.

Section J: Staff Representatives

Subsection a: The Staff Representatives shall represent the staff of St. Stephen's College.

Section K: Executive Floor Members – (Committee Members)

Subsection a: The Executive Floor Members shall represent the parent body of St. Stephen's College.

ARTICLE 6: COMMITTEES

Section A: Executive Committee

Subsection a: The St. Stephen's College Parent Teacher Association (PTA) Executive Committee shall comprise: nine (9) Executive Officers (President, Vice President, Secretary, Assistant Secretary, Treasurer, Education Officer, Public Relations Officer and two Trustees); three (3) Ex Officio (Principal, Vice Principal, President of St. Stephen's College Alumni Association); up to four (4) Staff Representatives; and eleven (11) Executive Floor Members. These members have voting rights.

Section B: Sub-Committees

Subsection a: The Executive Committee shall have the power to establish sub-committees from the members of the Association to assume responsibility for specific matters and to appoint a Chairman of such sub-committees.

Subsection b: A member of the Executive Committee may serve on any sub-committee.

Subsection c: The appointment of sub-committee members who are not already members of the Executive Committee shall be by nomination and shall be subject to approval by the Executive Committee.

Subsection d: Each Executive Committee member may nominate one or more member(s) of the Association for any sub-committee.

Subsection e: Sub-committees shall meet as and when necessary for the conduct of their business and shall report at each meeting of the Executive Committee on the business conducted since the last meeting of the Executive Committee.

ARTICLE 7: MANAGEMENT

Section A: General

Subsection a: The Executive Committee shall conduct the affairs of the Association in periods between two Annual General Meetings.

Subsection b: The Executive Committee shall meet regularly at least once a month.

Subsection c: The Quorum of the Executive Committee shall be ten (10) of its Members, at least four (4) of whom should be Officers of the Association.

Subsection d: The Executive shall authorize all expenditures and shall not create any indebtedness beyond the current income of the Association.

Subsection e: The Executive Committee shall have the authority to make any decisions in furtherance of achieving the aims and objectives of the Association.

Subsection f: The Executive Committee shall decide on the Quantum of the Association's Membership Fee.

Subsection g: No Member or Officer of the Association shall use his position as a means of furthering any personal, political, or other aspiration, nor shall the Association as a whole, take part in any movement not in keeping with its aims and objectives.

Subsection h: Should any officer of the Association be unable to perform his/her responsibilities resulting from circumstance or not in accordance within the specified duties of the constitution, the Executive Committee shall have the right to take appropriate action to remedy the situation.

Subsection i: In the event of an urgent matter as determined by the President, that requires a vote to pass a Motion, Members may be contacted via electronic communication to canvass their vote, and any such Motion so passed shall be ratified at the next Statutory Monthly Meeting of the Executive Committee not being a deferred Statutory Monthly Meeting.

Subsection j: Members should conduct themselves appropriately, whether verbally or electronically via email or social media or any other medium.

Section B: Vacant Office

Subsection a: Should an Executive Office become vacant before the next Annual General Meeting (AGM) is held, the Executive Committee shall fill the vacancy at the next meeting of the Executive Committee from the existing Executive Members.

Section C: Discipline

Subsection a: The Executive Committee may call any member of the Association who by his/her words or actions, bring the Association into disrepute, to attend before a disciplinary committee appointed by the Executive to give reasons for his/her words or actions; such member shall be given notice in writing of the appointed date, time and place at which to attend before the disciplinary committee which shall lodge a written report with the Executive Committee, within seven (7) days after the appointed date; thereafter the Executive Committee shall take such action as may be deemed necessary in relation to such a member.

Subsection b: Should a member of the Executive Committee absent himself/herself from two (2) consecutive meetings of the Executive Committee, in the absence of an excuse acceptable to the other Officers of Executive Committee, his/her seat shall become vacant and shall be so declared either by the President, Vice President, Secretary or Assistant Secretary, in that order.

Section D: Tenure of Office

Subsection a: The Executive Officers of the Association shall have a tenure of office for a period of one (1) year until the next following election of an Executive Committee in accordance with The Constitution.

Subsection b: Outgoing members of the Executive Committee including the Officers shall be eligible for re-election as long as they remain Ordinary Members of the Association.

ARTICLE 8: FINANCE

Section A: General

Subsection a: The Fiscal Year of the Association shall be from September 1st to August 31st.

Subsection b: The Bankers of the Association shall be the Bank recognised and approved by the Executive Committee.

Subsection c: All funds of the Association shall be deposited in the name of the Association, St. Stephen's College, PTA, in the Bank designated as the Association's bankers.

Subsection d: All cheques must be signed by any two officers in the following manner:

Any combination of Treasurer, President, Trustee/s once the names have been registered with the designated Bank.

Subsection e: The Treasurer shall receive all funds due to the Association and deposit same into the Association's Bank account.

Subsection f: No person unless specially authorised by the Executive Committee and acting within the limits of the authority so conferred shall enter into any contract so as thereby to impose any liability on the Association or otherwise to pledge the credit of the Association.

Subsection g: All commitments on payments from the funds of the Association must have prior authorisation from the Executive Committee and funds required by a sub-committee or the school must first be approved by the Executive Committee. Requests for sums in excess of TT\$1,500.00 must be submitted in writing to the Executive Committee and approved by the Executive Committee. In the event of an emergency, the President or Treasurer can agree to waive the requirement for the request to be in writing. However, this request must be presented in writing at the next Statutory Monthly Meeting not being a deferred meeting.

Subsection h: Any member of the Association may inspect the books of the Association by giving fourteen (14) days' notice in writing to the Secretary.

Section B: Auditor

Subsection a: An Auditor shall be elected by the Executive Committee. In the event the Auditor is unable to carry out his/her functions, the Executive Committee shall have the power to replace him/her.

Subsection b: The Auditor shall not be a member of the Executive Committee nor a member of the immediate families of the following officers: President, Vice President, Secretary, Assistant Secretary, Treasurer, Education Officer, Public Relations Officer, Trustees, Principal, Vice Principal or the President of the St. Stephen's College Alumni Association.

Subsection c: The Auditor shall inspect the Treasurer's records and documents at the end of the Financial Year and certify the accuracy of the Treasurer's Statement of Accounts.

ARTICLE 9: MEETINGS

Section A: Annual General Meetings

Subsection a: The Annual General Meeting (AGM) of the Association shall take place on the fourth Wednesday of October after school re-opens for Term I in the new School Year. This date may shift under authorisation by the Executive Committee.

Subsection b: The incumbent Secretary shall be responsible for the recording and submission of the Minutes of the Annual General Meeting (AGM).

Subsection c: The Executive Officers and Floor Members of the Association shall be elected at the Annual General Meeting (AGM). A Returning Officer shall be selected by the incumbent Executive members to conduct the elections but shall not have the right to vote. The Returning Officer shall invite nominations and carry out the poll, which shall be by a show of hands, if conducted in person, or by voting electronically via an online platform.

Subsection d: Thirty (30) Ordinary Members shall constitute a quorum for the Annual General Meeting (AGM).

Subsection e: All outgoing Officers shall hand over all documents and records pertaining to the Association to the Principal for immediate transmission unto the incoming Officers of the New Executive Committee.

Section B: Statutory Monthly Meetings

Subsection a: The first Statutory Monthly Meeting of the newly elected PTA Executive Committee shall be held on the second Tuesday of the month after the AGM.

Subsection b: The Statutory Monthly Meeting of the Executive Committee shall be chaired by the President, or in his absence, by the Vice President or, in the absence of both the President and the Vice President, by the Secretary, and in the absence of the Secretary, by a Chairman elected by the members present.

Subsection c: The Quorum at a Statutory Monthly Meeting shall be ten (10) members of the Executive Committee at least four (4) of whom shall be Executive Officers.

Subsection d: If a Quorum is not attained at a Statutory Monthly Meeting of the Executive Committee, the meeting shall be deferred to the next week and the Quorum shall be four (4) Executive Officers.

Subsection e: In the event of an urgent matter as determined by the President, that requires a vote to pass a Motion, Members may be contacted via electronic communication in order to canvass their vote and any Motion so passed shall be ratified at the next Statutory Monthly Meeting.

Section C: Special General Meetings

Subsection a: Special General Meetings of the Executive Committee may be called:

- i. At the discretion of the President.
- ii. By the Vice-President in an emergency during the absence of the President.
- iii. At the request in writing of five (5) members of the Executive Committee and within fourteen (14) days of such request.

Subsection b: Twenty (20) Ordinary Members shall constitute a Quorum for a Special General Meeting (SGM) with at least four (4) being Executive Officers of the Association.

Section D: Inquorate Meetings

Subsection a: Where any meeting of the Association is called, other than the Statutory Monthly Meeting of the Executive Committee, where a Quorum is not obtained after one (1) hour, that meeting shall stand adjourned for not less than seven (7) days. Thereafter, those members who were present at the adjourned meeting shall constitute a Quorum provided that ten (10) or more Ordinary Members are present.

Section E: Attendance

Subsection a: Any parent, guardian, teacher, stakeholder, or specially invited guest who would have been invited to attend any meeting of the Association would be referred to as an Attendee.

Subsection b: Only members as outlined in Article 3 of this constitution have voting rights.

ARTICLE 10: AMENDMENT TO THE CONSTITUTION

Subsection a: The General Assembly shall have the power to amend, rescind, alter and add to any articles, rules, or policies.

Subsection b: A motion for amendment or alterations must be made one (1) month in advance of the Annual General Meeting (AGM) or a Special General Meeting (SGM) and must be signed by at least ten (10) Ordinary Members of the Association.

Subsection c: A vote of two thirds ($\frac{2}{3}$) of those present in favour of the amendment/alteration shall be necessary for the passage of any amendments to the Constitution.

ARTICLE 11: DISSOLUTION OF THE ASSOCIATION

Subsection a: A motion to dissolve the Association may be made at the Annual General Meeting (AGM).

Subsection b: In the event a Quorum is not achieved, the motion shall stand adjourned to the next Annual General Meeting (AGM), not being an adjourned Annual General Meeting (AGM).

Subsection c: In order to effect dissolution of the Association at least four fifths (4/5) of the Ordinary Members present shall vote in favour of dissolution.

Subsection d: A motion for the dissolution of the Association must be made one (1) month in advance at an Annual General Meeting (AGM) or a Special General Meeting (SGM).

Subsection e: If the Association is dissolved, its surplus funds, if any, shall be deposited into the St. Stephen's College Development Fund Account to be administered by the St. Stephen's College Administrative Committee.

Subsection f: A motion to amend, alter, repeal or add to this Article must be made one (1) month in advance at an Annual General Meeting (AGM) or a Special General Meeting (SGM) and signed by at least ten (10) Ordinary Members of the Association. Such a motion shall be passed by four fifths (4/5) of the Ordinary Members of the Association present at such a meeting, not being an adjourned meeting.

EFFECTIVE DATE OF THE CONSTITUTION

This Constitution shall be deemed to have taken effect from the 2021/2022 Academic year Commencing 12th. October, 2021.

