

Holy Name Convent Secondary School, Port of Spain
Parent Teacher Association (PTA)
Constitution (*Version 3*)

A) Name: The Holy Name Convent Parent Teacher Association is hereinafter referred to as “the PTA” or “the Association.”

B) Mission: The Association is committed to providing a safe and caring environment, which supports the development of character, attitudes and academic skills so that each student will become a lifelong learner and a productive member of society.

C) Patron: The Patron of the Association is His Grace the Archbishop of Port-of-Spain.

D) Aims & Objectives: The aims and objectives of the Association shall be as follows:

1. To promote and foster a partnership of parents, guardians and teachers committed towards effective teaching and responsible learning.
2. To promote closer co-operation between home and school in the hope that this united effort will secure for all students the highest advantages in physical, mental, social and spiritual education.
3. To promote and support academic study and to create, maintain, and develop relevant courses of study within the framework of the National Education Plan.
4. To provide students with the opportunity to master core curriculum, develop abilities and interests, gain respect for human diversity, develop self-esteem and social responsibility and learn to adapt throughout their lives.
5. To assist in maintaining discipline and dignity befitting the school.
6. To provide a supportive learning environment where each student’s individual needs will be assessed, focusing on process rather than product in order to assist students to become responsible for their own learning.
7. To take a practical interest in the all-round education and career-paths of Holy Name Students.
8. To establish, maintain and conduct an institution of learning.
9. To assist parents/ guardians in developing the skills needed to raise, protect and prepare their children and in the further development and education of the parent / guardian.
10. To assist in the promotion of a better family life.
11. To assist in providing the school with any necessary amenities and financial help, focusing on and planning strategies for its specific needs.

E) Membership: The following are eligible to be members of the Association:

1. Parents and / or Guardians of students who are presently enrolled.
2. Members of Staff.

F) Honorary Membership: The following are eligible to be honorary members of the PTA:

1. Past Pupils.
2. Parents or Guardians of Past Pupils

G) Meetings: There shall be held in September of each year an Annual General Meeting (AGM) of the Association for the following purposes:-

1. To receive from the Executive Committee a report for the preceding year.
2. To receive the Statement of Accounts for the preceding financial year.
3. To elect members of the Executive Committee as may be required.
4. Any other business at the discretion of the Executive Committee.

General Meetings may be held at any time at the discretion of the Executive Committee, or at the request, in writing, of not less than twenty-five (25) members of the Association, at least twenty (20) of whom must be Parents and /or Guardians.

The quorum of any General Meeting shall be thirty (30) members, twenty (20) of whom must be Parents and/or Guardians.

H) Executive Committee: There shall be an Executive Committee, which shall comprise the following members:

1. The President, who shall be a parent or guardian. The candidate shall have served on the PTA for a minimum of two (2) years before assuming the role of President.
2. The Vice-President, who shall be a parent or guardian. The candidate shall have served on the PTA for a minimum of one (1) year before assuming the role of Vice- President.
3. The Secretary, who shall be a member of staff.
4. The Treasurer, who shall be a member of staff.
5. The Assistant Secretary who shall be a parent or teacher.
6. The Assistant Treasurer who shall be a parent or teacher.
7. The Sports Administrator
8. The Public Relations Officer
9. The Class Liaison Officer
10. The Education Officer
11. Four (4) Trustees
12. The Principal, who shall be an ex-officio member of the Association.
13. The Vice-Principal, who shall be an ex-officio member of the Association.

The Executive Committee shall be responsible for the strategic management and direction of the Association and they shall be authorized to appoint additional members as and when it becomes necessary to do so, as well as, to appoint sub-committees as required to better enable them to effectively discharge their functions.

The Principal shall have the final say in all matters which directly affect School Policy.

The Executive Committee shall meet as often as it becomes necessary and at any other time as deemed necessary to effectively conduct the business of the Association.

The quorum for a meeting of the Executive Committee shall be no less than five members, one of whom must be the President or the Vice-President.

I) Election of Officers:

Elections shall be held at the AGM of the Association. Elected officers shall hold their offices for one School Year and are eligible for re-election, provided however that no member may hold the same office for more than three consecutive years.

The Executive Committee may invite members to fill casual vacancies that may arise for the interim period until the next AGM.

J) Amendments:

No part of this Constitution should be amended, rescinded or altered except at an AGM or Special General Meeting.

The Constitution may be amended at a General meeting of the Association provided always that notice of the proposed amendment shall be given in writing to all members no less than fourteen days before such meeting. Any amendment so proposed shall be passed by a vote of no less than two-thirds of all of the members present at such a meeting.

K) Roles & Functions of Members of the Executive of the PTA

(1) The President- Has been elected by the parent body to seek the interests of the parents of the school. S/He has the responsibility therefore to be the spokesperson on matters of interest to the parents and to represent them fairly. Duties may include:

- To chair meetings of the Executive.
- To establish an agenda for such meetings.
- To ensure that order is maintained within meetings.
- To keep the business of the Executive focused on the affairs of the school.
- To ensure that once projects are undertaken by the Executive that they are carried through to their completion.
- To report at the AGM of the PTA on the achievements of the working committees that comprise the Executive.

(2) The Vice President

- To give support to the President at meetings by ensuring the smooth running of the meeting.
- To chair meetings in the absence of the President.
- To share the responsibility of the President in monitoring projects undertaken and seeing them to their conclusion.
- To provide the President with as many possible objective perspectives to situations to enable him/her to better discharge his/her functions.

(3) The Secretary

- To faithfully record the business of the meetings of the Executive.
- To faithfully record the business of the AGMs of the PTA.
- To keep and file in an orderly fashion the minutes of the meetings of both the Executive and the AGMs of the PTA as records for posterity.
- To provide minutes of the previous meeting (whether of the Executive or the AGM).
- To bring ideas and different perspectives to the meetings of the Executive where possible.

(4) The Treasurer

- Keeps a faithful account of the income and expenditure of the PTA.
- Reports to both the Executive and the AGM on the status of the finances of the PTA.
- Recommends courses of action to be taken with regard to expenditure.
- Countersigns cheques.
- Assists the Principal with budgeting.
- Provides a check and balance to the principal with regard to expenditure.
- Can provide records of Security and Maintenance contributions.
- Keeps records of the financial affairs of the Association for posterity.

(5) The Assistant Treasurer

- Stands in for the Treasurer when necessary.
- Duties are as for the Treasurer. It is therefore incumbent upon the Assistant to fully understand the procedures used by the Treasurer and to be au courant with the status of the financial affairs so that should the need arise there is a smooth transition.

(6) The Assistant Secretary

- Stands in for the Secretary should the need arise.
- Duties are as for the Secretary.

(7) Class Liaison Officer

- Receives from the Administration an up to date listing of the class reps for each class and year group.
- Calls meetings of the class reps to organize the diffusion of information with regard to specific functions and activities of the school.
- Can enlist the aid of the class reps. to get items for the Bazaar, and any other events.
- Can enlist the aid of the class reps. to make calls to parents with regard to the payment of Maintenance contributions.
- Provides a link between the school, the class reps. and the home.

(8) Trustee

- Serves as another representative voice of the general parent body on the Executive.
- Ensures that decisions are arrived at in an objective and impartial manner and that no portion of the general parent body is disadvantaged by decisions taken.
- Can serve as the Devil's Advocate in discussions.
- Can be co-opted to serve in any of the formal positions of the Executive in the event of brief, temporary absence of the elected person.

(9) Sport Administrator

- Assists the Administration in the organization of sporting activities in the school.
- Informs the parent body of the various activities in the area of sport.
- Co-opts the assistance of parents to supervise, train or assist in any way with the various clubs in the school.
- Helps to organize the annual recognition ceremony for athletes of the school.
- Seeks to raise funds from various companies aimed directly at supporting sporting activities in the school.

(10) Public Relations Officer

- Is directly responsible for the feed of information to the media, parents and public in general, of the activities of the school.
- Should prepare monthly / bi-monthly releases for the media on the achievements of the students.
- Prepares a newsletter to be distributed at the end of each term for the distinct purpose of informing the parent body of the achievements of the students during that term, the plans for the upcoming term, telephone contact numbers of persons on the Executive and any other information that may be deemed necessary.
- Any interaction with the media must be channeled through the PRO, the President and the Principal of the school.
- Informs parents of any seminars, workshops or other activities aimed at educating, supporting or developing parenting skills as devised by the Education Committee of the PTA.

(11) Education Officer

- Assists in the selection of programs and events that support the students' development e.g. Career Fairs, Career Week, Guest Speakers etc.
- Advises on available options on overall training and development for staff & students..
- Recommends and assists in students' & staff attendance at external Seminars and workshops e.g. Motivational or Leadership Workshops.

Appendix A – Change Management

Version 1

Date Effective: **Unknown**

Change(s) Summary:- Original Constitution

Version 2

Date Effective: **27-Sep-2012**

Change(s) Summary:-

- AGM Meetings agenda (pg 2)
- Executive Committee requirements (pg 3)
- Meetings of the Executive Committee (pg 3)
- Requirements for Election of Officers (pg 3)
- Amendments to the Constitution (pg 4)
- Vice-President (pg 4)
- Class Liaison Officer
- Education Officer

Version 3

Date Effective: **23-Sep-2015**

Summary of main changes:-

General:

- Numbering added to sections
- Abbreviation “AGM” added
- “*Parent-Teacher-Student Association*” changed to “*Parent Teacher Association (PTA)*”

Aims and Objectives

- item 1: “*and students*” removed from “*To promote and foster a partnership of parents, guardians, teachers and students committed towards effective teaching and responsible learning.*”
- item 7: changed “*To take a practical interest in the all round education of girls and in all careers for girls.*” To “*To take a practical interest in the all-round education and career-paths of Holy Name Students.*”

Membership: removed “*3 – Students who are presently enrolled in the school*”

Executive Committee

- position of Assistant Treasurer listed separately for consistency with existing description under “Roles & Functions of Members...”
- number of Trustees changed from two (2) to four (4)
- removed “*Head Girl or a Member of the Students’ Representative Council*”

Roles & Functions of Members of the Executive of the PTA

- “*Sports Representative*” changed to “*Sports Administrator*” to be consistent with the existing terminology under “Executive Committee”
- changed “*Advises on available options for staff & student overall training and development.*” to “*Advises on available options on overall training and development for staff & students.*”