



TRINITY MIEVE SCHOOL OF EXCELLENCE

Motto: Fear God, Study well to serve humanity

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Location : JEI RIVER - KOFAI ESTATE, KASOA

TRISCOE PTA CONSTITUTION



THE CONSTITUTION OF THE **PARENTS-TEACHERS** **ASSOCIATION**



THE CONSTITUTION OF THE PARENTS-TEACHERS ASSOCIATION

CITATION COMMENCEMENT AND INTERPRETATION

1. This instrument shall be cited as the Constitution of **TRINITY MIEVE SCHOOL OF EXCELLENCE [TRISCOE] PARENTS/TEACHERS ASSOCIATION. TRISCOEPTA**
2. The instrument and its provision shall be deemed to have come into operation on its approval by the Association.
3. The expressions referring to TRISCOEPTA construed as **TRINITY MIEVE SCHOOL OF EXCELLENCE PARENTS/TEACHERS ASSOCIATION**
4. Unless the context otherwise requires, words or expressions contained in this constitution shall bear the same meaning as in the ordinary sense or any statutory modification when this constitution becomes operationally effective.
5. The expression referring to school and educators shall be construed to mean the proprietors and Directors of **TRISCOE** and those who have the Authority, Management and control of the School as their responsibility.
6. The expression child, children and youths are to denote students of **TRINITY MIEVE SCHOOL OF EXCELLENCE TRISCOE]**
7. Words importing the masculine gender only shall include the feminine gender,

ARTICLES OF CONSTITUTION

ARTICLES I: NAME OF THE ASSOCIATION

The Name of the Association shall be **TRINITY MIEVE SCHOOL OF EXCELLENCE PARENTS/TEACHERS ASSOCIATION [TRISCOEPTA]**

ARTICLE II: OBJECTIVES

Objectives for which the Association is established are

- (a) To promote the welfare of children and Youth in the home, at school and in the community at large.
- (b) To bring into closer relation the home and the school, so that Parents and Teachers may cooperate effectively in the training of children.
- (c) To develop between educators and the general public such united efforts as: will secure for every child the highest advantage in physical, mental social and spiritual education.
- (d) To serve as the consultative and advisory forum for parents and the school.
- (e) To serve as the representative organ for parents in all matters of welfare and child development.

ARTICLE III: BASIC POLICIES

- (a) The Policies of the **FECSPTA** shall be promoted through additional programmes directed towards parents and teachers. It shall be developed through meetings, committees, and projects governed by the rules set forth in this article;
- (b) The Association shall be non-commercial, non-sectarian and non-partisan. The name of the Association or the name of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or any purpose other than the regular work of the association.
- (c) The Association shall not directly or indirectly participate or intervene in the publication or distribution of statement in any political campaign on behalf of, or in opposition to any candidate

for public office, or devote any part of its activities to attempting to influence legislation by propaganda or otherwise.

- (d) The Association shall not intervene with the academic circular or examination activities of the school except in so far as is otherwise permitted by this constitution
- (e) The Association shall cooperate with other organisations, and agencies actively involved in child welfare.
- (f) In the events of dissolution of the Association, the assets of the Association shall be distributed in accordance with the wishes of the member as determined by a majority vote at a regular convened meeting.

ARTICLE IV: MEMBERSHIP

Any person whose child is enrolled in **TRISCOE** and any academic staff of the institution becomes a member of

TRINITY MIEVE SCHOOL OF EXCELLENCE PARENTS/TEACHERS ASSOCIATION[TRISCOEPTA] and shall subscribe to its bye Laws and uphold its basic policies.

ARTICLE V: SUBSCRIPTION

The annual subscription shall be as a recommended by the Executive committee and ratified at the PTA General meeting from time to time.

ARTICLE VI: OFFICERS OF THE ASSOCIATION

The officers of the Association shall be the following:

- (a) Chairman (who must be a parent)
- (b) Vice Chairman (Principal)
- (c) Secretary (who must be a staff of the school)
- (d) Treasure/Financial Secretary (who must be a parent)
- (e) One Director's nominee
- (f) Two elected Ex-officio Members (who must be parents)
- (g) One representative of the staff.

ARTICLE VII: ELECTION OF OFFICERS

- (a) Officers shall be elected at the first general meeting of the current school year. Election shall be by secret ballot or otherwise as may be decided by the Executives.
- (b) Elected Officers shall assume their official duties when duly elected and shall serve for a term of two years or until successors are elected.
- (c) A person shall not be eligible to serve for more than two consecutive terms in the same office.
- (d) Only those who are willing to serve if elected shall be eligible for nomination, from the generality of members.
- (e) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee; notice of such election shall be served on the executive committee, provided that no executive shall hold two positions.

ARTICLE VIII: DUTIES OF OFFICERS

- a) The Chairman shall preside at all meetings of the Association and of the Executive Committee, and perform such other duties as may be prescribed or assigned to him by the Association as well as co-ordinate the work of the Officers and committees in order that the objectives of the Association may be accomplished. The chairman approves any expenditure prior to disbursement of PTA funds while the Executives approve all normal expenditure.
- b) The vice Chairman shall work hand in hand with the Chairman and perform the duties of the chairman in the absence or inability of that officer to serve except at a General Meeting where a parent member in the Executive Committee shall preside if the Chairman is absent. The vice chairman cannot sign cheque.
- c) The Secretary shall record the minutes of all meeting of the Association and of the Executive Committee and shall perform all other duties as may be assigned to him/her from time to time.
- d) The Treasurer shall bank all monies and settle all approved expenditures incurred by the association.

- (e) The financial Secretary shall receive all monies of the Association and keep accounts of receipts and payments, including preparation of payment vouchers. He shall produce the Annual Financial Report to the members at the Annual General Meeting.
- (f) The financial Secretary shall receive all monies of the Association and hand it over to the Treasurer immediately after the meeting. However, where the treasurer is absent in a meeting, all monies received shall be handed over to the Treasurer within bench-mark of one (1) hour (for all monies received)
- (g) The Association's account shall be examined annually by an Auditing Committee of not more than two members who shall thereafter report to the Association.
- (h) The Chairman, Treasurer and Financial Secretary are the approved signatories to the PTA account. Any two of the above officers of which the Chairman must be a dominant signatory, can sign cheques on behalf of the Association.
 - (I) All Officers shall:
 - i) Perform the duties prescribed by the Association in addition to those specified in this constitution and those assigned from time to time.
 - ii) Deliver to their successors all official materials within a fortnight following the meeting at which the successors are elected (including interim body)

ARTICLE IX: MEETINGS

- (a) Regular meetings of the Association shall be held at least three times during the school year. Once per term)
- (b) Special meetings of the association may be convened by the Executive Committee as and when necessary having given enough notice.
- (c) Twenty members present including the Chairman and Secretary shall constitute a quorum for the transaction of

business in any general meeting of the Association and decisions taken shall be binding on all members. Where there are less than 20 members present, a special resolution of members presents should be taken to commence the meeting, provided the Chairman and Secretary and eight (8) other members are present.

- (d) Only financial members of the Association shall be entitled to hold offices, and vote when so required. The staff members are exempted from payment of subscriptions and levies.

ARTICLES X: EXECUTIVE COMMITTEE

- (a) The Executive Committee shall consist of the officers of the Association and shall have the power to accept members during its tenure.
- (b) The duties of the Executive Committee shall be as follows:
 - i) To collect donations and recommend subscriptions and pass to the general house for approval.
 - ii) To transact necessary business in the intervals between Association meetings, and such other business as may be referred to it by the Association.
 - iii) To create standing Committees.
 - iv) To approve the plans of work of the standing Committees.
 - v) To presents a report at the general meeting of the Association.
 - vi) To prepare and submit to the Association, for approval budget for the fiscal year.
 - vii) To approve payment of routine bills within the limits of the budget.

ARTICLE XI: LEGAL PROCEEDINGS

- (a) The Executive Members of the Association shall not be held personally liable for any actions done or performed by any one doing them in good faith in discharging the duties of their offices. They will be indemnified by the Association against any

judgment which may be entered against them in any suit in which they jointly or severally cited to appear in their official capacity.

- (b) No member of the Association shall be personally liable for actions instituted by a third party against the Association and that liability for such actions shall be a collective responsibility of its members.
- (c) In instituting and / or defending legal actions in any court of Law, tribunal or arbitration, the chairman and the secretary shall be the persons duly authorized and empowered to give instructions or act in respect thereof PROVIDED that such instructions or act shall be promptly called, which may by a majority vote endorse a continuance of such legal action.
- (d) The Association shall re-imburse members of the Executives for all reasonable expenses which may be may or incurred by members of the Executives in the course of discharging the duties of the offices.

ARTICLES XII: COMMENCEMENT OF THE CONSTITUTION

These articles shall be effective from the date of approval by the general meetings of the Associations.

ARTICLES XIII: AMENDMENT OF PROCEDURE

- (a) These articles can be amended in two ways through members
 - (1) A proposal initiated by the Executive committee and its members
 - (2) A motion initiated by any member and signed by at least two members of the Association.
- (b) Any proposal for amendment of the constitution by the committee and its members shall first be submitted to the secretary who will then present it to the full house of the committee for debate and decision based on democratic principle. The chairman shall then table same at the general meeting for debate and decision through voting. Once the amendment is approved and minute read and approved,

necessary amendment is to be effected immediately.

- (c) A motion seeking amendment of the constitution by any member of the Association must receive the support of at least two other members; who shall indicate their support by signing the motion. It would then be submitted to the secretary who will first present same to the Executive Committee only for screening purpose. Thereafter, and subject to the decision of the general meeting of the Association for discussion and approval.

ARTICLE XIV: DISCIPLINE

- a) A motion supported by two other members alleging and stating the mis-conduct and or abuse of office by any member shall be passed to the disciplinary committee who shall the advice the Executive Committee accordingly after proper investigation.
- b) The Executive Committee will at any time that the situation in paragraph a) exists constitute a Disciplinary Committee of not less than three members for the purpose.
- c) The Disciplinary Committee stands dissolved at the end of each assignment.

ARTICLE XV: ADDITIONS:

- a) The General House shall approve the sum of only to be staff member/Teacher of the school who is getting married. Every member of the Association must attend the wedding ceremony.
- b) When academic or non-academic staff mother/father dies, the General House shall approve the sum of Only for him/her to defray the burial expenses incurred.
- c) Others (Naming, convocation, House warming/dedication ceremonies), not mentioned above, when occurs, members shall be mandated to attend the occasion with individual widow's mite.