

# CONVENT HIGH SCHOOL PARENT-TEACHER ASSOCIATION CONSTITUTION

## **Art. 1. Name:**

There shall be an organization called the Convent High School Parent-Teacher Association, and it shall hereafter be referred to as the Association.

## **Art. 2. Non-Partisan:**

The Association shall be politically non-partisan.

## **Art. 3. Function:**

The Association shall be purely advisory in its function.

## **Art. 4. Objects:**

The objects of the Association shall be the following:

- (a) To promote the welfare of the children in school and at home.
- (b) To foster a closer cooperation between the parent and the teacher.
- (c) To develop a wiser and better informed parent-community.
- (d) To secure for the children the highest advantages in physical, mental, social, cultural and spiritual education.
- (e) To advise and make recommendations on any matter affecting the welfare of the school, which in the opinion of the Association needs to be brought to the attention of the Principal.
- (f) To assist, on request, the Principal of the School in any matter concerning the School.

## **Art. 5. Membership:**

- (a) Any parent or guardian of a child who is attending the School shall automatically be a member of the Association.
- (b) Teachers shall be “ex officio” members of the Association.
- (c) His Lordship the Bishop, as spiritual director, and interested parents of ex-pupils of the School may hold honorary membership.

## **Art. 6. Finances:**

There shall be no membership fee charged, but funds of the Association collected from projects, donations, and the like shall be under the control of the Executive Committee.

## **Art. 7. Officers:**

The officers shall comprise:

- (a) The President, who shall be a parent non-teacher.

- (b) The Vice-President, who shall be the Principal or Acting Principal “ex-officio.”
- (c) The Secretary
- (d) Treasurer

One of (c) and (d) must be a member of the staff.

#### **Art. 8. Executive Committee:**

- (a) The Executive Committee shall comprise the Officers, two (2) other members of the staff and ten (10) other parents non-teachers.
- (b) The Committee shall have the general management of the Association, and in conjunction with sub-committees, it shall be responsible for the proper implementation of the objectives of the Association.
- (c) Special committees may be appointed by the President, the Executive Committee or the general body, as the need arises and for any purpose approved by the Principal.
- (d) In the event of an unexpected vacancy during a term of office, the Executive Committee may fill the vacancy.

#### **Art. 9. Duties of Office:**

- (a) The President shall normally preside at all general meetings and at all Executive Committee meetings. He/She shall be “ex officio” a member of all committees.
- (b) The Vice-President shall assist the President in the performance of his/her duties in the Association, and shall in the absence of the President assume the latter’s duties.
- (c) The Secretary shall keep the Minutes, which she shall normally present at the meeting following for confirmation. In consultation with the President and where necessary the Executive Committee, she shall attend to the correspondence of the Association.
- (d) The Treasurer shall have custody of all moneys of the Association, which shall be deposited in a bank designated by the Executive Committee and shall draw funds only on the signature of the President or the Vice-President. She shall be require to render an audited account at least once a year.

#### **Art. 10. Elections:**

- (a) Members of the Executive Committee, with the exception of the Vice President, shall be elected by secret ballot at the Annual Meeting, and shall hold office for a year, or until their successors are elected, provided that elections shall be held not later than three months after the Annual Meeting. At the elections the non-teaching parents polling the highest number of votes shall be “ipso facto” (President of the Association). The Executive Committee shall appoint the Secretary and Treasurer from its own members.
- (b) Each retiring committee shall, for the purpose of subsequent elections, after due consideration, submit the names of members of the Association willing to serve for each elective office, but without prejudice to the right of the general body to offer additional nominations from the floor.
- (c) Members of the Executive Committee, with the exception of the President, shall not serve for more than three consecutive terms of office.

**Art. 11. Meetings:**

- (a) Business meetings shall take place at least once in every school term for the Executive Committee and at least twice in every school year for the general body, the Annual Meeting taking place at the beginning of the academic year. Reports on the working of the Association shall be given at the Annual Meeting.
- (b) Special general meetings shall be called by the Secretary at the request of the President or on a written requisition signed by at least twenty members of the Association. In each case the reason for convening a meeting must be stated.
- (c) Non-attendance of a member of the Executive Committee without good and sufficient reason for two consecutive meetings duly called shall result in vacation of office and possible replacement.
- (d) A seven-day notice for general meetings shall be given by the Secretary, but in case of an emergency, this requirement may be waived.

**Art. 12. Quorum:**

The quorum of an Executive Committee meeting shall be eight (8) including at least one teacher, and of a general meeting, fifty.

**Art. 13. Suspension and Expulsion:**

A member may be suspended and expelled by the Executive Committee, if in their opinion he has acted in a manner prejudicial to the working of the Association.

During an inquiry he shall have an opportunity of defense. The general body shall also be informed of the matter.

**Art. 14. Interpretation:**

The Executive Committee shall be the authority for deciding on the interpretation of rules.

**Art. 15. Amendment of Rules:**

None of these rules may be varied, added to, or rescinded, except on written

notice of a motion given at a general meeting, and adopted at the next general meeting by a three-fourths majority vote of those present.