

**THE CONSTITUTION
OF THE
PARENT TEACHER ASSOCIATION
OF
THE BRITISH ACADEMY**

1. NAME

The name of the Association is “The British Academy Parent Teacher Association” (“the Association”).

2. AIMS AND OBJECTIVES

The Association shall contribute to the development and improvement of all aspects of school life by:

- a) Enabling good communication between students, parents, teachers, the headmaster/headmistress, administration and the Board of Directors of the School (“the Board of Directors”);
- b) Helping to strengthen the relationship between the home and the School;
- c) Raising funds to enhance the School; and,
- d) Communicating a positive image of the School to the wider community.

3. MEMBERSHIP

3.1 Eligibility

All parents/legal guardians of students enrolled at the School are automatically members of the Association. The Association shall have two classes of membership, as follows:

- Ordinary, comprising parents/legal guardians; and,
- Ex Officio, comprising the Headmaster/ Headmistress of the School and two teachers to be nominated by the Headmaster/Headmistress from time to time to serve on an annual basis.

3.2 Membership List

The Secretary of the Executive Committee of the Association will maintain a Membership List, which shall include all members’ names, addresses, telephone contact details and email addresses. Every member of the Association will communicate in writing to the Secretary any change in this information for the purpose of updating the list. Each financial member (as defined below) shall be entitled to receive a copy of the Membership List upon request to the Secretary.

4. SUBSCRIPTIONS

An annual subscription is payable by parents/legal guardians for ordinary membership of the Association. The subscription will be determined by the Executive Committee from time to time and

shall be as prescribed in the bye-laws. Where there are members who are parents or legal guardians of more than one enrolled student, then only one subscription is payable per family.

The annual subscription is payable in one full payment at the same time as the First Termly School Fees become due. Subscriptions are payable to “The British Academy Parent Teacher Association” Subscriptions are non-refundable and shall not be apportioned in the event that a student’s enrolment ceases prior to the close of the academic year.

Only (a) ex-officio members; and (b) ordinary members who have paid their subscription up to date (“financial ordinary members”) are entitled to hold office on the PTA Executive Committee. Only financial ordinary members are entitled to vote at any General Meeting of the Association.

5. OFFICERS OF THE ASSOCIATION

There will be a Committee of Management (“the Executive Committee”) elected in accordance with the by-laws and comprising the following officers. The Executive Committee are responsible for the management and strategic direction of the Association. It shall have the power at any time and from time to time to fill any casual vacancies among its officers as reasonably required.

Officers of the Executive Committee:

- The Chairman
- The Vice Chairman;
- The Secretary;
- The Assistant Secretary;
- The Treasurer;
- The Headmaster/ Headmistress – ex officio
- Two teachers from the School – ex officio (“the Teacher Representatives”); and,
- One parent from each class (such parents having a child in the class they represent, however, if at any time no class parent is available, any other parent may be elected to represent that class)(“the Parent Class Representatives”).

6 DUTIES OF OFFICERS

- a) The **Chairman** exercises general administrative responsibility and control over the activities of the Association, she/he presides at all meetings of the Association and performs other duties as reasonably required to the office of the Chairman.
- b) The **Vice-Chairman** assists the Chairman in the performance of her/his duties and in his/her absence or incapacity performs the duties of the Chairman.
- c) The **Secretary** is responsible for all the administrative correspondence of the Executive Committee and maintains the Membership List.
- d) The **Assistant Secretary** assists the Secretary in the performance of her/his duty and acts for her/him in her/his absence.
- e) Subject to the provisions herein, the **Treasurer** is responsible for management of the Funds of the Association.

- f) **The Parent Class Representatives** act as liaison between the Executive Committee and the classes they represent.

7. SUBCOMMITTEES

The Executive Committee may, from time to time, appoint subcommittees from members of the Association for special purposes, and may delegate to them any of the powers of the Executive Committee except those of making, altering and revoking by-laws.

8. FINANCIAL YEAR

The Financial Year of the Association shall end on the 30th June of each year, to which day the accounts of the Association shall be balanced. The accounts will be presented to the Executive Committee no later than 14 days prior to the Annual General Meeting.

9. FUNDS, BANK ACCOUNTS AND SIGNATORIES

All the Funds of the Association will be deposited in an account with a bank or bankers to be selected by the Executive Committee in the name of the Association. The signatories to the Association's account shall be any two of the Chairman, Vice Chairman, Secretary and Treasurer.

10. AMENDMENT/S TO THE CONSTITUTION

The Constitution shall not be altered or amended in any way save by a two thirds majority of the PTA membership present at the AGM meeting or any other such meeting that may be held from time to time by the Association, that voting is deemed to be required and at least 30 days notice of the intention to propose any amendment or alteration shall be given to the Secretary who will send notice of the same to every member at least 14 days before the General Meeting

11. BY-LAWS AND REGULATIONS AND EMERGENCY DECISION MAKING

The Executive Committee may, from time to time, make, repeal, and amend any by-laws and regulations for the internal management and well being of the Association. All by-laws and regulations must be consistent with this Constitution. The Executive Committee will ensure that any changes to the existing by-laws and regulations be communicated to each member of the Association within 30 days of any change.

In the event that urgent decisions are required in the best interests of the Association and such decisions are required to be made immediately, in order to obtain the requisite benefit for the Association and it is deemed that by waiting for either the usual monthly PTA meetings or any other Association meeting to put to the vote of the convening Executive Committee would prejudice the Association; it is hereby agreed that in such circumstances the Executive Committee are permitted to make an emergency fast track decision provided they conduct the following process:

- The proposal must be communicated to the rest of the Executive Committee by either phone or email, in the event that it is by phone such agreement must be confirmed via email communication within 24hours of such phone call

- The committee must communicate their vote within a reasonable period of time but no longer than 24 hours. Any failure to communicate a vote either way, it will be deemed to be a vote in favour of the proposed action.

All decisions and actions made and implemented under this provision must be consistent with this Constitution. The Executive Committee will ensure that any actions that create changes to the existing by-laws and regulations will be communicated to each member of the Association within 30 days of any change.

12. INTERPRETATION OF THE CONSTITUTION

The Executive Committee are the sole authority for the interpretation of these Articles, the by-laws and regulations.

BY- LAWS

By-Law I: MEETINGS

Executive Committee Meetings

The Officers will meet once a month except during the months of July and August. No meeting of the Executive Committee shall be validly constituted unless a quorum of four members are present.

The Executive Committee has the power at any time and from time to time to fill any casual vacancy occurring among the officers of the Executive Committee. Any Officer so appointed will hold office until the next June General Meeting of the Association but will be eligible for re-election at such meeting.

General Meetings

1. Annual General Meeting

Members will receive at least seven days' notice of the calling of an Annual General Meeting, such notice being accompanied by a copy of the Agenda for that meeting. Any general meeting of the members shall be validly constituted if a quorum of one quarter of the financial ordinary members are present.

The Annual General Meeting of the Association will be held on a day, time and place to be fixed by the Executive Committee in the month of September each year for the following purposes:

- a. To receive from the Executive Committee a report for the preceding year.
- b. To receive the Balance Sheet and Statement of Accounts for the preceding financial year.
- c. Any other business at the discretion of the Chairman.

Each financial ordinary member who is present is entitled to one vote on any resolution put forward at the Annual General Meeting.

2. June General Meeting

A general Meeting shall be held in June of each year to elect the Executive Committee for the approaching school year.

3. Extraordinary General Meeting

The Executive Committee may at any time for any special purpose call an Extraordinary General Meeting, and shall do so promptly upon the requisition, in writing, of any twenty members of the Association (at least two thirds of whom shall be financial ordinary members) stating the purpose for which the meeting is required. Seven days at least before any Extraordinary General Meeting a notice of such meeting and of the business to be transacted shall be sent to every member.

The Chairman's decision as to the result of the voting on any question is final.

By-Law II: ELECTION OF OFFICERS OF THE EXECUTIVE COMMITTEE

- a) Elections are to be held at the June General Meeting.
- b) Each year elections shall be held to determine members of the Executive Committee. Members elected will hold office on the Executive Committee for one year provided however that no member will hold the same office for more than two consecutive years unless there is no alternative nomination for the position.
- c) Any member elected to fill a casual vacancy will hold that office until the next June General Meeting but be eligible for re-election.

By-Law III: SUBSCRIPTION RATE

The annual subscription is \$300.

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