



Sentinel Kabitaka Parents' Teacher's Association

The declaration on the last page of this document must be signed by the Chair of the meeting at which it is adopted and witnessed by a member of the Association who is present at the meeting.

1 The Association

1.1 Type of Association

There is hereby established a **Parent Teacher Association** ("PTA") of **Sentinel Kabitaka School** comprising of the parents, guardians or carers of any pupil currently attending the school, the Head teacher and another member of the teaching staff of the school.

1.2 School

Sentinel Kabitaka School, PO Box 110506, Solwezi, Zambia

1.3 Association Members

1.3.1 Minimum number of **Association Members: 3 (Chair, Treasurer and secretary)**. The Head of school shall by default be the secretary.

1.3.2 Maximum number: 10 members

1.3.3 It is usual to have a named Chair, Vice Chair, Treasurer, Vice Treasurer **Secretary** and vice secretary and then 4 other Association Members. The maximum number of association members shall be 10.

1.3.4 The tenure of office for all office bearers is 1 year from the time they were elected into office.

2 The Association

2.1 Association members shall be volunteers

2.1.2 The Association can co-opt several Members, for example to fill a vacancy that arises during the year or enlist Members with skills that will enable the association to be more effective in carrying out its duties. Co-opting Members must be done with the express agreement of the Chair, the **Head** and the Treasurer, and a written record must be submitted.

2.1.3 The number of co-opted Association Members must not be more than 50% of the total number of permanent Association Members.



2.1.4 Every association member, however appointed, owes a duty towards the Sentinel Kabitaka School PTA rather than to whoever has made the appointment.

3 Objectives

The **Objectives** (i.e., the main purposes) of the Association are to support and further the academic and extra-curricular efforts of the school in enabling the students to make the most progress possible by:

3.1 Developing effective relationships between the staff, parents and others associated with the school;

3.2 Providing support to enable the school to advance the education of the pupils.

3.3 The Association will also work to support strong and mutually beneficial links between the school and the wider community. The Association could play a part in fundraising activities or in mobilising the local community in supporting the school in other ways through their time or expertise.

4 Powers

The **Powers** are the legal means by which the Objectives can be achieved. The association members have the following powers, which may be exercised only in promoting the Objectives

4.1 To provide advice with respect to the running of fundraising activities, events and to represent parental voice in the affairs of the school

4.2 To publish or distribute information with the consent of the school management on behalf of the school

4.3 To co-operate with other bodies;

4.4 To raise funds for extra-curricular activities or to supplement resources in the school.

4.4.1 The **School** has the right to open discussions with the Association on the allocation of these funds for particular purposes, or as reserves, if the School wishes, and the Association can submit a request that the school consider setting aside any funds raised in the community for special purposes (i.e. through school events or plays), or as reserves against future expenditure. The final decision on fund allocation and spend must however always lie with the School. The school reserves the right not to comply with these requests if they are not thought to be in the best interests of the student body.

4.4.2 The PTA does not have the right to designate or reserve funds for any expenditure, or to build up reserves for an unspecified use of any kind.



4.4.3 The Association has no legal control over any financial matters but is a useful conduit to support fundraising activities. This includes no right to open and operate bank accounts, or to enter into contracts with external bodies. Any financial or legal needs related to achieving the Objectives must be conducted through the School or through **Educore Services** as a whole.

4.4.4 Any monies raised by the Association must be spent on directly achieving the Objectives.

4.4.5 The Association should ensure that all its activities fall under the school's insurance policy or ensures that adequate insurance is in place to cover any extraneous activities.

4.4.6 There are no regular costs associated with forming and running the Association, and members will not be expected to bear any personal costs at any time.

4.4.7 Any Association activities taking place on school premises must take place only with the express permission of the Head Teacher.

5 Membership

5.1 The membership of the Association is defined in Clause 1.1

5.2. It will be unusual for an Association Member of the PTA to be removed from membership, but in the case where the member's presence represents a danger to the school or its pupils, or for any other good reason in the opinion of the Chair, a Member may be removed from the Association. Membership can also be terminated if:

5.2.1 The Member dies

5.2.2 The Member resigns by written notice to the Association

5.2.2. Association members are not permitted to walk away from their responsibilities without leaving at least two remaining association members. Any Association without at least two members in place will therefore be forced to dissolve. Association members should bear this in mind when considering resignation.

5.2.3 The Member is suffering from a serious or debilitating illness affecting his position on the Association, and is incapable, whether mentally or physically, from conducting their affairs.

5.2.4 The Member is absent from three consecutive meetings of the Association without prior notification to the Secretary.

5.2.5 The Member has an unspent conviction considered inappropriate by the Association including any conviction involving deception or dishonesty, unless legally spent; undischarged bankruptcy; removal from being a trustee for misconduct; disqualification from being a company director.



5.2.6 The Association Members have for good reason, regardless of whether or not this is at the request of the **Governing Body** or the Head Teacher, chosen to exclude any person from membership or from attending an event whose presence at or support of the school is deemed a danger to the school or its pupils or staff or might bring the Association into disrepute. Removal is not effective until the Member concerned has been notified in writing of the proposal and his/her right to respond within 14 calendar days, and the matter has been considered considering any representations made.

5.2.7 A member of the association may continue to serve his / her term of office even though their child or care has left the school if they are willing to do so.

5.3 In the instance of the Association terminating membership, the Member concerned will be given an opportunity to state his or her case before a final decision is taken, and any decision to remove a Member must be justifiable.

5.3.1 Like any other Association decision, this will be made by a simple majority of the votes cast at the meeting, and any such decision must be recorded in the minutes of the Association meeting. In very extreme circumstances, the **Head of School of Sentinel Kabitaka** reserves the right to terminate membership of the Association.

6. Association Meetings

6.1 The Association must hold at least three meetings every academic year.

6.2 A minimum at an Association meeting is 50 per cent, rounded up to the nearest whole number, of the total current membership of the Association. On condition that the 50% consists of at least the Chair, Vice Chair or Secretary.

6.3 The Chair or, if the Chair is unable or unwilling to do so, some other association member chosen by the members present is in charge at each Association meeting.

6.4 Every decision may be made by a simple majority of the votes cast at an Association meeting. A resolution which is in writing and signed by all association members is equally valid. The resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

6.5 Except for the Chair of the meeting, who has a second or deciding vote, every association member has one vote on each issue.

7 Voting

7.1 Except where otherwise provided in this Constitution, every issue at an Association meeting is decided by a simple majority of the votes cast by the Members present at the meeting



7.2 Except for the Chair of the meeting, who has a second or casting vote where a vote is equally divided (tied), every Member present is entitled to one vote on every issue. It should be noted that the required majority is not a majority of the members present at the meeting but of the votes cast.

7.3 When required, the casting vote is given to the Chair. This vote is generally intended to enable the meeting to proceed with its business, and the casting vote can open an opportunity for further discussion on the topic.

8 Powers of Association

8.1 The Association is responsible for the actions of any **sub-committee**. Each sub-committee should therefore include at least one association member. The Association should define the responsibilities of each sub-committee with care. It is essential in all cases for sub-committees to report back to the main Association, and these reports to be included in the Association written records. The final decision on major matters of policy or resources will be taken by the main Association.

8.2 The Association can make rules to govern different aspects of the running of the Association that are not already governed by this document.

8.3 Any association member should not take part in making or voting on any decision from which they might personally benefit. Whenever an association member has a personal interest in a matter to be discussed at a meeting, the association member must:

8.3.1 Declare an interest before discussion begins on the matter

8.3.2 Withdraw from that part of the meeting unless expressly invited to remain in order to provide information

8.3.3 Not be counted in the quorum for that part of the meeting

8.3.4 Withdraw during the vote and have no vote on the matter.

9. Dissolution

The PTA may be dissolved at the sole discretion of the Head Teacher.



ADOPTED AT A MEETING HELD AT

(Place).....

ON (Date):

CHAIR NAME:

OCCUPATION:

SIGNATURE:

WITNESS NAME:

ADDRESS:

OCCUPATION:

SIGNATURE: