


HARRISON COLLEGE
PARENT-TEACHER ASSOCIATION
Crompton Street, Bridgetown

CONSTITUTION

ARTICLE 1 Name

The name of the Association shall be the Harrison College Parent-Teacher Association ("HC PTA") hereinafter referred to as "the Association".

ARTICLE 2 Address

The address of the Association shall be Harrison College, Crompton Street, Bridgetown, Barbados.

ARTICLE 3 Aims and Objectives

The Aim of the Association shall be to:

- (a) promote close co-operation and relationships between home and school and undertake activities to improve educational development and general well-being of the students of Harrison College; and
- (b) promote cultural and educational activities and to provide avenues for discussion on educational and related matters for the benefit of the students.

ARTICLE 4 Membership

Membership of the Association shall be open to:

- (a) all parents/guardians of students in attendance at Harrison College and the Immediate Past President in the event that the said person is no longer a parent/guardian with a child in attendance at Harrison College;
- (b) all teaching staff, whether full or part-time; and
- (c) Honorary members nominated by the Executive Committee of the Association and approved by the Association at the Annual General Meeting. Honorary members shall not be entitled to hold office or vote and are exempted from the payment of subscriptions to the Association.

ARTICLE 5 Management

- (a) The affairs of the Association shall be managed by an Executive Committee which shall comprise of the following persons:
 - (i) The President;
 - (ii) The Vice President;
 - (iii) The Recording Secretary;
 - (iv) The Corresponding Secretary;
 - (v) The Treasurer;
 - (vi) The Assistant Treasurer;
 - (vii) The Public Relations Officer;
 - (viii) The Principal ex officio;
 - (ix) The Deputy Principal, ex officio;
 - (x) The Immediate Past President, ex officio; and
 - (xi) Not more than six (6) representatives of the Association's membership of whom not more than two (2) shall be representatives of the teaching staff of Harrison College.

- (b) The Immediate Past President, ex officio, shall function in the role of assisting the newly elected President in taking office and continuing the mandate of the past Executive Committee and shall hold membership up to the date of next election.

- (c) The Executive Committee shall be elected from among the members of the Association at the Annual General Meeting and shall hold the office for one (1) year.

- (d) The financial year of the Association shall be the 1st day of September of any given year to the 31st day of August of the following year.

- (e) Every member of the Executive Committee shall be eligible for re-election and all elected officers shall not hold the same office for more than four (4) consecutive years.

- (f) The Executive Committee shall meet at least twice in every school term.

- (g) Six (6) members of the Executive Committee shall form a quorum and shall include the President or the Vice President and at least one (1) of the following:
 - (i) The Recording Secretary or Corresponding Secretary; and
 - (ii) The Treasurer, the Assistant Treasurer or the Principal.

- (h) The Executive Committee may co-opt from time to time any person to assist with any undertaking of the Association.

Sub Committees

- (a) The Association or the Executive Committee may appoint such sub-committees from among the Members to perform special functions as the Association or the Executive Committee sees fit;
- (b) The President of the Association shall be an ex officio member of all Standing Committees;
- (c) The Standing Committees shall be as follows:
 - (i) Membership and Public Relations Committee which shall be responsible for increasing and maintaining the membership of the Association and the conduct of business with the press, radio and television and all other forms of social media and/or social networking. It shall be responsible for publicizing all meetings and providing refreshments for the meetings. The Public Relations Officer shall be the chairperson of the Membership and Public Relations Committee;
 - (ii) The Fundraising Committee which shall be responsible for researching and preparing project proposals designed not only to raise funds but also to enhance the well-being of the school as a community of students, teachers and parents such projects not being limited to social, cultural and sporting projects. It shall be responsible for planning and executing all fundraising projects approved by the Executive Committee. The Vice President shall be the Chairperson of the Fundraising Committee which shall have the Public Relations Officer and the Treasurer as some of its members; and
 - (iii) Such other Standing Committees that are established from time to time.
- (d) The Standing Committees of the Association shall be determined by the Executive Committee at its first meeting after the Annual General Meeting.
- (e) All Standing Committees shall report to and act under the instructions of the Executive Committee.
- (f) Every Standing Committee shall have power to appoint sub-committees for the purpose of undertaking any of its powers or duties or to enlist the assistance of any specially qualified person provided that the cost of the service is approved by the Executive Committee.

ARTICLE 6 Meetings

- (a) The Association shall meet not less than once in every term.
- (b) There shall be an Annual General Meeting of the Harrison College PTA which shall be held during the month of October in every academic year.
- (c) The quorum for the Annual General Meeting shall be thirty (30) and for other general meetings of the Association the quorum shall be twenty (20).

- (d) At the Annual General Meeting, the Association shall:
 - (i) elect an Executive Committee and an Honorary Auditor for the ensuing year;
 - (ii) receive the President's Report presented on behalf of the Executive Committee;
 - (iii) receive the audited Financial Statements of the Association for the year ending August 31st; and
 - (iv) deal with such other matters as the occasion warrants.
- (e) In the event that a quorum shall not be present at an Annual General Meeting, that Annual General Meeting shall be adjourned and summoned to be reconvened within seven (7) days of the date set for the Annual General Meeting. The members present at the second Annual General Meeting shall constitute a quorum.
- (f) The President may at any time, after consultation with the Executive Committee, either at the President's discretion or on the written request of any five (5) members of the Association in good financial standing, summon a meeting of the Association. A meeting summoned as a result shall be so summoned within ten (10) days of receipt of that request.
- (g) Extra-ordinary General Meetings shall be summoned at the request of fifteen (15) members of the Association or of four (4) members of the Executive Committee.
- (h) A quorum at an Extra-ordinary General Meeting shall be thirty (30) members.
- (i) The Chairman of any Extra-ordinary General Meeting or General Meeting may, with the consent of the meeting, adjourn any business from time to time and from place to place.
- (j) Voting shall be by ballot and shall be determined by two-thirds of the majority vote. Prior to the election there shall be a head count to determine the number of persons voting at the Annual General Meeting, the Extra-ordinary General Meeting or the General Meeting.
- (k) In the case of any equality of votes at any Annual General Meeting, Extra-Ordinary General Meeting or General Meeting, the Chairman shall have a casting vote once the Chairman is an elected member of the Executive Committee.
- (l) In the case of the election of officers where there is an equality of votes, there shall be a fresh ballot.

ARTICLE 7 Finances

- (a) The Association shall be empowered to raise funds and acquire property in furtherance of the aims of the Association.

- (b) Every member of the Association shall pay to the Association subscriptions as follows:-
- \$20.00 per child per year or \$30.00 per family per year;
 - Or such amount as may be determined by the Association from time to time. A member may decide to make a donation at any General Meeting which donation shall be added to and deemed subscription fees.
- (c) All monies, the property of the Association shall, except for such time as the Executive Committee may determine, be deposited in a commercial bank or banks as selected by the Executive Committee or shall be applied as otherwise determined by the Executive Committee for the prudent management of such monies.
- (d) Signatories for dealing with funds of the Association shall be no fewer than (2) two persons consisting of one from each of the following groups:
- (i) The President or the Vice President: and
 - (ii) The Treasurer or The Assistant Treasurer.
- (e) For the proper functioning and administration of the PTA, it shall prescribe guidelines known as the Cash Management Policies & Procedures (CMPP) for the financial management of the Association which shall be a regulation of the Harrison College PTA.

ARTICLE 8 Duties of Officers and Management of the Association

1. President
 - (a) shall be the Chief Executive Officer of the Association;
 - (b) shall have general charge, management and supervision of the business of the Association;
 - (c) shall preside at all meetings of the Association and the Executive Committee;
 - (d) shall co-ordinate the work so that the objectives of the Association may be achieved;
 - (e) shall be a member of all committees (ex officio);
 - (f) shall perform such other duties as may be assigned to him/her by the Executive Committee from time to time;
 - (g) shall present and circulate a written report of all activities during his/her tenure at the Annual General Meeting;
 - (h) shall be the Representative of the Association on the Board of Management; and
 - (i) shall act as a liaison between the Executive Committee and the school and the Ministry of Education.
2. Vice President
 - (a) shall assist the President in the performance of the duties of that office;
 - (b) shall perform the duties of President in the event of his/her absence;
 - (c) shall perform such other duties as may be assigned to him/her by the Executive Committee from time to time; and
 - (d) shall be the Chairperson of the Fundraising Committee.

3. Recording Secretary
 - (a) shall be responsible for the taking of the minutes of all meetings of the Executive Committee and the General Body of the Association;
 - (b) shall assist the President with the preparation of the Annual Report of the Association; and
 - (c) shall keep a register of all members of the Association.

4. Corresponding Secretary
 - (a) shall attend to written and electronic correspondence to the Executive Committee and to wider body;
 - (b) shall dispatch notices of meetings at least seven (7) days before the meeting except in the case of the Annual General Meeting, when at least fourteen (14) days' notice shall be given;
 - (c) in the absence of the Recording Secretary handle the duties of the Recording Secretary; and
 - (d) be responsible for collection of electronic addresses and other contact information from parents.

5. Treasurer
 - (a) shall receive all monies on behalf of the Association;
 - (b) shall keep not more than fifty dollars (\$50.00) in hand, save and except for the provision of a float no greater than \$1000 for a PTA-organized event as determined by the Executive Committee and deposit in the name of Association all funds in excess of \$50.00 in the bank approved by the Association within five (5) working days of receipt of same;
 - (c) shall present a monthly report of accounts at an Executive Meeting and General Meeting, such report of accounts may be presented unaudited;
 - (d) shall be a signatory in dealing with the funds of the Association in accordance with Article 7 (d);
 - (e) shall be responsible for all monies of the Association;
 - (f) may prepare and submit a budget for consideration by the Executive Committee meeting following the Annual General Meeting; and
 - (g) shall be a member of the Fundraising Committee.

6. The Assistant Treasurer
 - (a) shall assist the Treasurer in the execution of his/her duties; and
 - (b) shall in the absence of the Treasurer, or in the event of the Treasurer's inability to act, carry out the duties of the Treasurer and exercise all powers of the Treasurer.

7. The Public Relations Officer
 - (a) shall act as the Liaison Officer for the Association;
 - (b) shall be responsible, as directed by the Executive Committee, for all literature, advertisement, press releases, and statements issued by the Association to the media and general public; and
 - (c) shall be a member of the Fundraising Committee.

8. The Floor Members
 - (a) shall serve as a link between the Executive Committee and the general membership;
 - (b) shall assume duties in keeping with the objects of the Association; and

- (c) shall assist in co-ordinating parent education and parent empowerment schemes and in establishing a skills bank of the talents existing among parents.

9. The Faculty Representatives

- (a) shall serve as a link between the teaching staff and the Association.

ARTICLE 9 Storage of Material

All material and or information belonging to the Association (whether available in paper form or electronically) and being material relating (but not limited to) the governance of the Association and shall include information relating to the finances of the Association, shall be kept in a centralised location and shall be accessible to all Executive members who shall be permitted at all reasonable times to inspect same and who shall at the end of the term of office hand over same to the newly formed executive within one month after the last election. The Immediate Past President, ex officio shall facilitate this process of handing over of material and information.

ARTICLE 10 By-laws

The Executive Committee may make by-laws, subject to the approval of the Association, for the better management of the affairs of the Association and shall notify members at meetings of such By-laws at the meetings of the Association.

ARTICLE 11 Amendments to the Constitution

- (a) Amendments to this Constitution shall be made by not less than two-thirds of the members present at an Annual General Meeting or Extraordinary meeting of the Association.
- (b) Notice of any intended amendment shall be given to members not less than ten (10) days in advance.
- (c) The Resolution regarding the proposed amendment shall be circulated to members no less than seven (7) days prior to the Annual General Meeting.
- (d) The decision of the Executive Committee on a matter affecting the Association and not provided for in the Constitution shall be final and binding on members.

ARTICLE 12 Elections

- (a) A Scrutineer shall be selected for the handling of the elections and the Scrutineer shall not be eligible to vote or to hold office.
- (b) The officers of the Association and all Standing Committees and sub-committees shall hold office until the close of the Annual General Meeting next following the date on which he/she became an officer of the Association.

- (c) Officers of the Association and the other members of the Executive Committee shall be elected at the Annual General Meeting.
- (d) The Faculty Representatives on the Executive Committee shall be nominated by the Principal.

ARTICLE 13 Appointment of an Auditor

- (a) At every Annual General Meeting, an Auditor shall be appointed for the following year.
- (b) The Auditor:
 - (i) shall examine all the accounting records of the Association;
 - (ii) shall ascertain that all expenses were made in accordance with the decisions taken by the Executive Committee; and
 - (iii) shall ensure that all expenses were prudent and sound in good judgment.

ARTICLE 14 General Vacancies

- (a) Any vacancy occurring in the Association after the last Annual General Meeting may be filled by the Association at a General Meeting or Extra-ordinary General Meeting.
- (b) Notice of any vacancy shall be given by the Corresponding Secretary no later than seven (7) days before the meeting.
- (c) Any person appointed or elected under this Article shall retain office so long as the member in whose office such vacancy shall have occurred would have retained the same if such vacancy had not occurred.
- (d) The Association may act notwithstanding any vacancy in its body, but if the members of the Association fall below the number prescribed as a quorum the Association shall not act, except in emergencies.
- (e) Any member not attending three (3) consecutive Executive Committee meetings without a reasonable written excuse as determined by the Executive Committee shall be deemed to have vacated office by the Executive Committee and thereafter the post held by that member shall be filled by the Association at a General Meeting or Extra-Ordinary General Meeting.

ARTICLE 15 Distribution of Income upon Dissolution

If upon the winding-up or dissolution of the Association, there remains, after the satisfaction of all debts and other liabilities, any property whatsoever, the same shall be distributed or disposed of to Harrison College in furtherance of the school's needs as determined by the Principal and within the Principal's discretion.
