



Maple Leaf  
International  
School

# PTA Constitution

<http://www.mapleleaf-school.com/parents/pta.html>

Maple Leaf International School  
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**THE CONSTITUTION  
OF THE  
PARENT TEACHER ASSOCIATION  
OF  
MAPLE LEAF INTERNATIONAL SCHOOL  
October 30, 2006**

**Article 1. NAME**

The name of the Association is the “Maple Leaf International School Parent Teacher Association” (hereinafter called “the Association”).

**Article 2. MISSION**

The Association is dedicated to ensuring that Maple Leaf International School (hereinafter called “the School”) is a safe and caring environment which nurtures character development, positive attitudes and superior academic skills, such that each student may achieve his or her best potential, and may become a valued member of society.

**Article 3. AIMS AND OBJECTIVES**

To contribute to the development and improvement of all aspects of school life - academic, moral values, sports, culture, extra curricular activities, equipment and organization - by:

- a) Enabling good communication between students, parents, teachers, the principal, 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
- d) Communicating a positive image of the School within our walls and to the wider community

**Article 4. MEMBERSHIP**

All parents/legal guardians of students enrolled at the School and all teachers of the School are automatically members of The Association.

The classes of membership are:

- ♣ Ordinary

Parents/legal guardians  
Teachers (other than the Principal and Vice Principals)

- ♣ Ex Officio
  - Principal of the School
  - Vice-Principal/s of the School

### **Membership Directory**

The Secretary of the Executive Committee of The Association maintains a Membership Directory. Every member of the Association will communicate in writing to the Secretary any change of address/email for the purpose of updating the directory.

All notices which are posted to the last known address/email as recorded in the membership directory will be considered as having been duly given on the day following the day of posting.

### **Article 5. SUBSCRIPTIONS**

An annual subscription is payable by parents/legal guardians and teachers (other than the principal and vice-principal/s) for ordinary membership in the Association. The subscription will be determined by the Executive Committee from time to time, and can be obtained upon request from the Treasurer of the Association. Where there are members who are parents or legal guardians of the same enrolled student/s one subscription is payable between them.

The annual subscription is payable within the first 10 days of the new school year. Subscriptions are payable to Maple Leaf International School - Parent Teacher Association (MLIS-PTA). Subscriptions are non-refundable.

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 Annual General Meeting or any Extraordinary General Meeting of the Association.

The Register of Voting Members closes 10 days prior to any General Meeting. Any parent/guardian who has not already paid the subscription at the time of such closure will be deemed a non-financial member for the purposes of the relevant General Meeting.

### **Article 6. OFFICERS OF THE ASSOCIATION**

There will be a Committee of Management (hereinafter called “the Executive Committee”) elected in accordance with the by-laws and comprising the following officers. The Executive Committee is 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.

Officers of the Executive Committee:

- The President
- The Vice President
- The Principal – ex officio
- The Vice Principal/s – ex officio
- The Secretary
- The Assistant Secretary
- The Treasurer
- The Fundraiser
- The Assistant Treasurer/Fundraiser
- The Chairperson of the Grade Representatives
- The Assistant Chairperson of the Grade Representatives
- The Communications Officer

The Association's representative to the Board of Directors of the School will be selected from time to time by the Executive Committee from its officers or from any past Executive Committee member.

#### **Article 7. DUTIES OF OFFICERS AND REPRESENTATIVE TO THE BOARD**

- a) The **President** 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 usually pertain to the office of the President.
- b) The **Vice-President** assists the President in the performance of her/his duties and in the absence or incapacity of the President performs the duties of the President.
- c) The **Secretary** is responsible for all the administrative correspondence of the Executive Committee and maintains the Membership Directory and Register of Voting Members.
- 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 **Fundraiser** is responsible for coordinating all fund raising activities determined by the Executive Committee.
- g) The **Assistant Treasurer/Fundraiser** assists the Treasurer and Fundraiser in the performance of their duties and acts for them in their absence.
- h) The **Chairperson of the Grade Representatives** chairs the meetings of the Grade Representatives and acts as a liaison between the Executive Committee and the Grade Representatives.
- i) The **Assistant Chairperson of the Grade Representatives** assists the Chairperson of the Grade Representatives in the performance of his/her duty and acts for him/her in his/her absence.
- j) The **Communications Officer** ensures communication between the Association and the School community.
- k) The Association's **Representative to the Board of Directors** of the School acts as a liaison between the Association and the Board of Directors. She/he represents the interests of the Association at the Board level. She/he attends all meetings of the Board of Directors and the Executive Committee.

**Article 8. REMOVAL OF AN EXECUTIVE MEMBER DURING TENURE OF OFFICE**

If the Executive Committee, by a vote of no confidence carried by a majority of its members with no less than seven members of the Executive Committee voting in favor, declares that it has lost confidence in one of its members, then that member will be deemed to be automatically removed from the Executive Committee and the vacancy thereby created will be treated as a casual vacancy.

**Article 9. RESIGNATION OF OFFICERS OF THE EXECUTIVE COMMITTEE**

Any member of the Executive Committee may resign office by giving the Secretary 30 days notice in writing of his/ her intention to do so.

**Article 10. 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 electing and expelling Executive Committee members and making, altering and revoking by-laws. Any subcommittee will report its

proceedings periodically to the Executive Committee and will conduct its business in accordance with the directions of the Executive Committee.

**Article 11. EFFECT OF CEASING TO BE A MEMBER**

Any member who ceases to be a member of the Association forfeits all right to any claim upon the Association and its property and Funds.

**Article 12. FINANCIAL YEAR**

The Financial Year of the Association shall end on the 30<sup>th</sup> June of each year, to which day the accounts of the Association shall be balanced.

**Article 13. AUDITORS**

The Executive Committee will appoint an Auditor to examine and confirm the accounts of the Association. The Auditor will not be a member of the Executive Committee or a member of the Board of Directors. The accounts will be presented to the Executive Committee no later than 14 days prior to the relevant Annual General Meeting. A copy of the audited accounts will be on file and made available to any member of the Association who wishes to review the accounts.

**Article 14. 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 President, Vice President, Secretary and Treasurer.

Requests for sums in excess of TT\$1,000 must be submitted in writing to the Executive Committee and approved by a minimum of five officers, one of whom must be either the President or Treasurer, who sign as having approved same.

**Article 15. AMENDMENT/S OF THE CONSTITUTION**

The Constitution shall not be altered or amended in any way save by two thirds majority of the members entitled to vote present at a General Meeting of the Association, 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 her/his address in the Membership Directory at least 14 days before the General Meeting.

**Article 16. BY-LAWS AND REGULATONS**

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.

**Article 17. INTERPRETATION OF THE CONSTITUTION**

The Executive Committee is the sole authority for the interpretation of these Articles, the by-laws and regulations. The decision of the Executive Committee upon any question of interpretation or upon any matter affecting the Association and not provided for by these Articles or the by-laws and regulations will be final and conclusive.

**Article 18. DISSOLUTION OF THE ASSOCIATION**

If, at any General Meeting of the Association, a resolution for the dissolution of the Association is passed by a majority of the members entitled to vote present, and such resolution is confirmed by a resolution of the majority of the members voting thereon at any Extraordinary General Meeting held not less than one month thereafter at which not less than two-thirds of the members entitled to vote are present, the Executive Committee will thereupon, or at the future date specified in the resolution, proceed to realize the property of the Association. After the discharge of all liabilities the Association will hand over the proceeds of realization and all funds of the Association to the Principal of the School for the use and benefit of the School, and thereupon the Association shall be dissolved.

**BY- LAWS**

**By-Law I: MEETINGS**

Executive Committee Meeting

The Officers will meet once a month except during the months of July and August.

Special meetings of the members may be called as deemed necessary by the President and/or the Principal.

The President, and in her absence the Vice President, and in the absence of the President and Vice President some other officer of the Executive Committee to be selected by the members present, will act as Chairperson of the meeting. In the case of an equality of votes, the Chairperson will have a second or deciding vote. Minutes of the proceedings of the Executive Committee will be duly kept by the Secretary and signed by the Chairperson, and will be open to the inspection of any member of the Association on application to the Secretary.

Upon the receipt of a request signed by any three members of the Executive Committee that an Extraordinary Meeting of the Executive Committee be summoned, and stating the nature of the business for which it is to be summoned, the Secretary shall promptly issue a notice convening such a meeting,

At least three days' notice of such meeting will be given.

Quorum: The quorum of all Executive Committee meetings is seven Officers.

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 Annual General Meeting of the Association but will be eligible for re-election at such meeting.

### 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.

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. To elect the members of the Executive Committee.
- d. To decide on any resolution which has been be duly submitted to the Secretary of the Executive Committee in writing not later than three days before the date fixed for the Annual General Meeting.
- e. Any other business at the discretion of the Chairperson.

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

Save as otherwise set out herein or in the Constitution of the Association a resolution will be carried if supported by a majority of members present in person and voting. Voting shall not take place on any resolution, the subject matter of which was not referred to on the Agenda sent to members, unless the Chairperson deems it suitable as a matter to be carried under Any Other Business.

Quorum: The quorum at all Annual General Meetings is 20 members who are ordinary members, of which at least 15 must be parents/guardians.

At all Annual General Meetings of the Association, the President, and in her absence the Vice-President, and in the absence of both, an officer of the Executive Committee selected by the Officers present shall take the chair.

The Chairperson's decision as to the result of the voting on any question shall be final.

#### 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 15 members of the Association (at least 10 of whom shall be financial ordinary members who are parents/legal guardians) 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, and no business other than that of which notice has been given shall be brought forward at such meeting except with the unanimous consent of the members present.

Quorum: The quorum for any Extraordinary General Meeting is 20 members who are financial ordinary members, of which at least 15 must be parents/guardians.

Each financial ordinary member who is present is entitled to one vote on any resolution put forward at the Extraordinary General Meeting. Save as set out herein or in the Constitution a resolution shall be carried if supported by a majority of members present in person and voting.

At all Extraordinary General Meetings of the Association, the President, and in her/his absence the Vice-President, and in the absence of both, an Officer of the Executive present shall take the chair.

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

#### Meetings without a Quorum

Should the requisite quorum not be met, then the meeting in the case of an Annual or Extraordinary General Meeting shall stand adjourned to a date to be fixed by the Executive Committee being not less than one month nor more than three months from the date of such meeting for the holding of the adjourned meeting. If a quorum is not present at the adjourned meeting the meeting shall be dissolved save that in the case of an Annual General Meeting the members present shall form a quorum.

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

- a) Elections are to be held at the Annual General Meeting.
- b) Each year elections shall be held to determine member of the Executive Committee. Members elected will hold office on the Executive Committee for two consecutive years 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 Annual General Meeting but be eligible for re-election.

### Procedure

- a) The principal and vice-principal(s) shall be officers of the Executive Committee. Any financial ordinary member is eligible for election to the Executive Committee when she or he has been proposed and seconded by two members who are financial ordinary members of the Association on a nomination paper submitted to the Secretary three days before the Annual General Meeting.
- b) A member whose name has been nominated must indicate his or her willingness to serve as a member of the Executive Committee.
- c) Three members present who are ex-officio members, or financial ordinary members who have not been nominated for election, will be appointed to act as scrutineers.
- d) If there is one candidate for election that candidate will be deemed elected unopposed.
- e) If there is more than one candidate for any post, the election shall be by ballot. Any member desirous of recording a vote must return his or her voting paper duly completed to the scrutineers appointed hereunder.

- f) Where there are more than two candidates for any post and a tie in the ballot renders it impossible to elect a candidate, those candidates not involved in the tie will be removed from the candidate list and another vote will be taken. In the event there is a tie between the only candidates for a post, election to the post will be determined by lot.
- g) The names of the newly elected officers will be notified to all members of the Association by the Secretary.

**By Law III: ASSOCIATION BUSINESS**

Any matters for consideration by the Association will be sent to the Secretary in writing and signed by the initiator.

**By Law IV: SUBSCRIPTION RATE**

Currently, the annual subscription is \$300.