



## CONSTITUTION

### PARENT-TEACHER ASSOCIATION

#### 1. NAME

The Association shall be known as the Pestalozzi Education Centre Parent–Teacher Association, (hereinafter referred to as the Association) and be constituted and administered in conformance with the Government Republic of Zambia Education Act of 2011.

#### 2. PURPOSE

The purpose of the Association is to promote friendly relations and mutual understanding among parents, teachers, and administrators, and to advance the interests and physical well-being of the school and its students.

#### 3. IMITATIONS OF THE PURPOSE OF THE ASSOCIATION

- a) the Association shall not interfere in the school’s administrative or instructional leadership and management
- b) the Association shall not indulge in any unlawful activity or allow its fund to be used for unlawful purposes
- c) the Association shall not take part in any political activity or use its fund for political purpose

#### 4. FUNCTIONS

The functions of the association shall be:

- a) to facilitate regular contact between parents and teachers
- b) to provide opportunities for parents to be involved in the school’s activities and contribute towards its development.
- c) to support projects and other events of the school;
- d) to assist in raising funds for selected projects in the school.
- e) to perform any other agreed functions

## **5. MEMBERSHIP**

The following shall by default be members of the Association.

- a) Parents/Legal guardians of the children attending the school.
- b) The Head of School and faculty members.
- c) Other interested persons, not covered under this clause, who may become associate members by invitation of the Executive Committee.

## **6. FEES AND LEVIES**

The following fees and levies shall apply:

- a) The Association shall levy a subscription fee, payable per annum by each member family.
- b) The amount of fees shall be determined from time to time, by resolution of the executive committee and the school Board.
- c) The Association may also levy special fees from time to time according to circumstances, including special projects undertaken by the Association.
- d) The PTA executive committee can mobilize funding from any corporate bodies for institutional projects.

## **7. COMPOSITION OF EXECUTIVE COMMITTEE**

The day-to-day running of the Association and its activities shall be in the hands of an Executive Committee consisting of the following members:

- a) Six (6) parents who shall be elected by the association from its members, at its annual general meeting.
- b) Two (2) teachers shall be the representative of the faculty
- c) The Matron or Patron of the Village and another representative
- d) the Head or the representative of the Head of the school.

## **8. DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall:

- a) Create structures, forums or other means for regular and constructive engagement with parents (in addition to association meetings) related to the welfare and education of students.
- b) Based on the dialogue with parents (as per clause 7a above) provide recommendations to the school management on possible policies, procedures, measures, and activities intended to improve the welfare and education of students and the involvement of parents.

- c) Appoint sub-committees for any special purpose, should this be deemed necessary.
- d) Deal with business arising from Association meetings.
- e) Maintain accurate records of the Committee's and Association's activities.

## **9. PROCEDURES AND MANAGEMENT OF THE EXECUTIVE COMMITTEE**

- a) At the first meeting of a committee after an election at the General Annual Meeting, the members shall elect a chairperson and a vice-chairperson of the committee.
- b) The chairperson and the vice-chairperson of the committee shall automatically be the chairperson and the vice-chairperson of the association.
- c) The Head of the school shall be the secretary to the association and to the committee.
- d) A member of a committee except the Head of School shall hold office for two years until the Annual General Meeting closest to the second-anniversary date of their election; with the exception of clause 8(f) below.
- e) A retiring member of the committee shall be eligible for re-election.
- f) The office of a member of a committee shall become vacant if the holder of the office (i) dies, (ii) becomes mentally or physically incapable of performing his/her duties, (iii) resigns by notice in writing to the secretary or (iv) is dismissed by the executive committee due to misconduct.
- g) The Executive Committee Members may appoint a member of the association to fill any vacancy occurring between Annual General Meetings.
- h) In the absence of the Chairperson or the Vice Chairperson from any meeting, the members present may elect one of their members to act as Chairperson at such meetings.
- i) No member may act on his or her behalf using the name of the Association.
- j) An Executive Committee Member shall have the option of remaining a member of the Executive Committee for a full term of office in the event that their child(ren) has completed their course of study at the school.
- k) This option shall not apply in the event that a Parent member; (i) Voluntarily removes all their children from the school's register for reasons other than the completion of their course of study at the school (ii) Has all their children expelled due to disciplinary reasons.

**10. EXECUTIVE COMMITTEE MEETINGS**

- a) Executive Committee Meetings shall be held once per month or at such other times business shall make it necessary. This shall be held on the 1st Saturday of each month.
- b) The meetings shall be convened by the chairperson with no less than seven (7) days notice.
- c) Half of the members and the Head of School or his/her representative shall constitute a quorum.
- d) The chairperson shall preside at any meeting of the committee
- e) A non-executive secretary shall minute the proceedings at all meetings of the committee
- f) A member of the Executive Committee shall automatically retire if without reasonable cause he or she is absent from two Executive Committee Meetings.

**11. ASSOCIATION MEETINGS**

- a) The Annual General Meeting of the Association shall be held each year preferably in Term One.
- b) The Annual General Meeting shall be convened by the chairperson with no less than 14 calendar days' notice, and be accompanied by an agenda.
- c) At any meeting of the association at least 5% of members of the association, of whom not more than six shall be teachers, shall form a quorum.
- d) The chairperson shall preside at any meeting of the association.
- e) A non-executive appointed secretary shall minute the proceedings at all meetings of the association.

**12. SPECIAL GENERAL MEETING**

- a) In addition to the Annual General Meeting, two Special General Meetings of the Association may be called by the Executive Committee each school year.
- b) A Special General Meeting may also be convened in the event of a written request to the Chairperson of the Executive Committee from no less than twenty-five (25) Members of the Association.

### **13. ALTERATION OF THE CONSTITUTION**

Subject to the approval of the Executive Committee and the School Board, the Constitution of the Association may be replaced, amended or added to in any way by resolution passed by two-thirds majority at an Annual or Special General Meeting called for the purpose, provided that at least ten clear days' notice, or any proposed alteration shall be given to members and provided that the proposed amendments do not contravene the GRZ Education Act of 2011.

### **14. HEADQUARTERS**

All meetings and gatherings of the Association shall normally be held at Pestalozzi Education Centre.

### **15. FINANCE**

- a) A Banking Account shall be opened, maintained, and operated jointly with the school management and the Executive Committee.
- b) The Executive Committee shall maintain the Association's bank accounts as well as other investment accounts.
  - i. Signatories for the online bank accounts shall be executed jointly by having a Panel A and a Panel B. Panel A will be Chair and Vice-Chair
  - ii. Panel B will be Treasurer and Vice-Treasurer
- c) The Financial year end of the association shall be the last day of December.

### **16. AUDIT**

An auditor shall be nominated by majority vote at the AGM for the annual audit of the association accounts.

### **17. DISSOLUTION**

If it becomes necessary to dissolve the Association, by reason of it being impossible to achieve the objectives for which the Association is set up, this decision must be made by no less than 25 members of the Association voting in person plus the Chairperson of the Association. Any remaining funds should be distributed for the benefit of the children at the school.