

**THE CODRINGTON SCHOOL
PARENTS AND TEACHERS ASSOCIATION
CONSTITUTION**

1. TITLE

The Association shall be known as The Codrington School Parents and Teacher Association (herein referred to as the “**PTA**”).

2. DEFINITIONS

‘**Board of Governors**’ refers to the persons responsible for the governance of the School.

‘**Board of Trustees**’ refers to the trustees of the School which is a charitable trust.

‘**Head of Primary**’ refers to the person who is responsible for supervising the academic progress and general pastoral direction of the students in the primary school (PYP One to PYP Eight).

‘**Head of Secondary**’ refers to the person who is responsible for supervising the academic progress and general pastoral direction of the students in MYP One through DP Two.

‘**Parents**’ shall include parents and guardians of children currently enrolled in the School and parents or guardians of past students.

‘**Principal**’ refers to the person who administers the School and is responsible for all operations of the school, including educational and business operations.

“**PTA Drive**” refers to the Google drive or such other central data resource to be shared by the Executive Committee and sub-committees of the PTA.

‘**School**’ refers to The Codrington School, The International School of Barbados.

‘**Teachers and Faculty**’ shall include all management and teaching staff who are employed by the School and subcontractors who are directly involved with teaching.

3. OBJECTIVES

The objectives of the Association shall be: -

- a. To provide service and support to the School and to the School community.
- b. To maintain the traditions of the School.
- c. To foster goodwill and positivity within the School community.
- d. To assist in enriching the student experience at the School.
- e. To provide support, approved by the Board of Governors and Principal, financial or otherwise, that will benefit the School. This includes fundraising events, and the use of any funds.
- f. To provide support at other School and community events.

4. MEMBERS

Membership of the PTA shall be confined to:

- a. Parents and Teachers and Faculty; and
- b. members of the Board of Governors and Board of Trustees.

5. VOTES OF MEMBERS

- a. At every Annual General Meeting or Extraordinary General Meeting of the Association, members present in person or by proxy shall be entitled to (i) one vote per child enrolled in the School in the case of Parents, and (ii) one vote per Teachers and Faculty. The Principal, members of the Board of Governors and the Board of Trustees shall not be entitled to vote unless such member is also a Parent.
- b. In case of need, the PTA members may appoint a proxy to vote on their behalf at an AGM solely for the purpose of electing the Executive Committee. The proxies must be lodged with the Principal at least five

business days prior to an AGM. The proxy votes must be delivered in a sealed envelope to the Principal's office in accordance with the Constitution and shall not be opened until the election of members of the Executive Committee at the AGM.

- c. A secret Ballot in a form approved by the Executive Committee will be circulated to members of the PTA at the AGM. The Principal shall act as the Elections Officer to run the election of Executive committee unless he or she is also a Parent. Where the Principal is a Parent, he or she shall appoint someone else to act as Elections Officer. In the spirit of fairness and transparency the Elections Officer shall not be a member of the present Executive Committee.
- d. The AGM shall be held at a neutral location.

6. **EXECUTIVE COMMITTEE ELECTIONS**

- a. All posts on the Executive Committee become available for nomination and election annually prior to the Annual General Meeting.
- b. Notice of the AGM will be circulated to the members at least 30 days prior to the AGM with a request for nominations for officers of the Executive Committee to be submitted to the Secretary 21 days prior to the AGM. The list of nominees shall be circulated by the Secretary 15 days prior to the AGM. Additional nominations at the AGM shall not be permitted as it will not be fair to persons voting by proxy.
- c. Any member of the PTA may be nominated for an Executive Committee post, except for any serving member of the Board of Governors or Board of Trustees.
- d. When there is only one nominee for an office, the Elections Officer shall dispense with a ballot vote for that office and declare the post to have been filled by declaration.
- e. When there are two or more nominees for any office, the Elections Officer will proceed with voting by ballot for the relevant office(s).
- f. Nominees must receive fifty percent plus one vote of the persons present in person or by proxy to be elected. The counting of the votes

shall be conducted by the Elections Officer who shall declare the results at the AGM.

- g. If there are no nominees for an office, the newly elected Executive Committee shall fill the vacancy until the next AGM.

7. HAND OVER PERIOD

The Immediate past President and executive officers may be available for consultation by the incoming PTA Executive Committee at least until the end of third term. All records of the Executive Committee and all sub-committees shall be maintained on the PTA Drive in such manner as shall be agreed by the Executive Committee from time to time. Continued failure to maintain proper records may be grounds for removal from any sub-committee,

8. THE EXECUTIVE COMMITTEE

The PTA will be managed and administered by an Executive Committee which will consist of the following officers:

- a. President;
- b. Secretary and Treasurer;
- c. Communications Executive;
- d. Social/Entertainment Executive; and
- e. School Support Executive.

Ex- officio members of the Executive Committee shall include:

- a. the Principal;
- b. the Head of Secondary; and
- c. the Head of Primary,

All or any of the Principal, Head of Secondary and Head of Primary will be present at Executive Committee meetings to share updates on school business.

A representative of the Board of Governors may be present at meetings of the Executive Committee in an ex officio capacity.

One person may hold more than one Executive Committee seat. However, for the purposes of a quorum, such person will count as one person only. Each

member of the Executive Committee shall chair or act as liaison for such sub-committees as the Executive Committee shall deem necessary for the proper function of the PTA.

The business, finances and management of the affairs of the PTA shall be in the hands of the Executive Committee of the PTA.

Executive Committee members shall keep the President apprised of all activities and decisions made by any Committee that they chair in a timely manner so that there are clear lines of communication and to allow various committees to work alongside each other without duplication or conflict.

The President shall ensure that relevant information is shared amongst all Executive Committee members at Executive Committee meetings.

The Executive Committee will meet no less than twice a term unless it is found to be necessary to meet more often because of a particular project. Executive Committee meetings are attended only by the Executive Committee members and where necessary the heads of any sub-committee. If the sub-committee head is not available, another member of that particular committee may attend at an Executive Committee Meeting in their place.

The Executive Committee will convene an Annual General Meeting (AGM) at the beginning of March. They will:

- a. present a report by the President on its activities for the previous year;
- b. present a report by the Treasurer on its finances for the previous year;
and
- c. hold elections for the new Executive Committee.

The Executive Committee may appoint sub-committee as it deems necessary and shall prescribe their function, provided that all acts and proceedings of any such sub-committee shall not expend funds of the PTA otherwise than in accordance with a budget agreed by the Executive Committee.

Any matter not provided for in the Constitution and concerning the administration, organization and activities of the PTA shall be dealt with by the Executive Committee.

case note –

Members of the Executive Committee and PTA members serve in a voluntary capacity without remuneration.

9. RESPONSIBILITIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE

The President of the PTA will:

- Ensure that the constitution of the PTA is followed and that its activities are conducted in an orderly and coordinated manner.
- Liaise as required with the Principal and Board of Governors.
- Preside over the PTA AGM and submit copies of the President's and Treasurer's reports to the school's Principal, together with the names of the new Executive Committee Officers.
- Represent the PTA at the beginning of the Board of Governors Meetings at a mutually agreed date and time.
- Preside over meetings of the Executive Committee to co-ordinate the best outcome in order to implement agreed strategies. Such meetings shall be held at least twice per term during the School's academic year.
- Represent the PTA within the School and wider community.
- Manage fund raising and new projects in liaison with School.

The Secretary and the Treasurer of the PTA will:

- Assist the President where possible with correspondence and phone calls.
- Send out a notice of meetings and agenda prior to each meeting once this has been approved by the President.
- Record the minutes of the Executive Committee meetings and circulate to all members of the Executive Committee, after approval of the President, prior to the next meeting.
- Record the minutes of the AGM and circulate to members after the approval of the President.
- Chair the Executive Committee meetings in the absence of the President.
- File and record, the current copy of the constitution and current membership of the Executive Committee including email addresses and telephone numbers.

- Keep all minutes of the Executive Committee Meetings over the course of the year on the PTA Drive and pass them on to the new Secretary of the Executive Committee.
- Be responsible for maintaining the financial records of the PTA and meeting its financial obligations.
- Provide the President with financial statements as required, which will be forwarded to the Executive Committee, the Principal, and through him/her, the School's Board of Governors.
- Produce a year-end report for presentation at the AGM.
- Disburse funds in accordance with the Constitution.

The Communications Executive

- Shall be responsible for all communications sent out by the PTA.
- Ensuring accurate, timely and informative communication.
- Manage all email communication on the PTA emails.
- Ensure communication is not academically focused unless with prior approval of the School.

A member of the Teachers and Faculty shall be appointed by the Principal to be a member of any Communications Committee or sub-committee of such committee to ensure transparency and consistency of messaging between the School and the PTA.

The Social and Entertainment Executive

Shall organize social events to foster goodwill amongst the families of the School. These events may have a fund-raising goal or may be events that are for the enjoyment of the School or the wider community.

The School Support Executive shall organize several committees for:

- Pizza days,
- School dances,
- School photos,
- International Day,
- Library, and
- Sporting Events

and any other activities or projects that the school may need assistance with that are directly connected to school life.

The Library Committee Chair (School Support Sub-Committee)

- Shall oversee the running of the School's Library.
- Shall form her/his own committee to assist with the running of the library and should work closely with the School in this respect.
- Shall draw up the library cover timetable in partnership with the Head of Primary.
- Shall undertake an annual review of books in the School's library in conjunction with the Heads of Primary and Secondary or their representatives with a view to ensuring that the library contains (i) sufficient books and other materials for the various Units taught by the School, and (ii) diverse books to represent the School's local, regional and international students.
- Ensure that the final selection of books is approved by the Heads of Primary and Secondary.

Executive Committee members or other PTA members should not be the liaison between families and the school. If there are issues then the family should be encouraged to follow the procedure of first talking to their child's teacher, the head of PYP, MYP, or DP and then the Principal.

10. FINANCIAL RESPONSIBILITIES OF THE PTA EXECUTIVE COMMITTEE

The PTA shall maintain a current bank account or accounts which shall be operated in the name of the PTA and any withdrawals or payments shall be made on the approval of the President or the Treasurer in the absence of the President. The President, Treasurer- and Principal shall be signatories on the account. The Principal may request an additional officer of the School to be added as a signatory to the account and may direct that the additional officer has the same powers as the Principal for this purpose. One signatory is required on cheques up to BDS\$1,000. Any cheques in excess of BDS\$1,000 shall require two signatures, one of which should be the Principal. Executive Committee approval must be given for any disbursements outside any agreed budget over \$5,000.

The PTA may, at its discretion, maintain a fixed deposit. Signatories on the fixed deposit will be the President, Treasurer, and Principal. Withdrawals from the fixed deposit may transferred only to a current account in the PTA's name.

The fiscal year of the PTA will run from AGM to AGM. The Principal will facilitate an annual financial review of the accounts at the earliest possible time in each school year.

A minimum cash balance will be agreed by the Executive Committee once the annual budget has been approved.

Expense reimbursement forms and disbursements forms must be completed and submitted to the Treasurer for approval by the President before funds may be released or paid out. In the President's declared absence, the Principal with authorise such forms.

Monies generated by the activities of the PTA may be distributed to the school at the Executive Committee's discretion as:

- a. a donation for any specific project or items required by the School; and/or
- b. a donation for any specific project or items which the PTA deemed necessary for the School or the Students which project was approved by the Principal.

11. TENURE OF SERVICE OF ELECTED OFFICERS

The term of office of each elected officer shall be one year, beginning and ending at the Annual General Meeting of the PTA held at the beginning of March.

The Executive Committee shall have the power to fill vacancies in the Executive Committee and its sub-committees as they arise during any academic year

12. QUORUM

PTA Executive meetings may be held provided the President or the Secretary are present along with 2 other Executive Committee members and a School Representative who may be the Principal, Head of Secondary, Head of Primary or such other person who may be so designated.

Whilst a member may hold more than one Executive Committee position each member shall have only one vote.

There is no requirement for a quorum at an AGM. All members present in person or by proxy are eligible to vote.

13. AMMENDENTS TO THE CONSTITUTION

Any member of the PTA desirous of making a change to these rules shall give notice in writing to the Secretary outlining in detail the proposed amendments and the Secretary shall submit the proposal to the Executive Committee for consideration. The proposal shall also be submitted to the Board of Governors and the Principal for consideration.

The approval of the Executive Committee, the Principal and the Board of Governors is required for any proposed amendment. If approved, the proposed amendment will be incorporated into the Constitution and the amended Constitution will be circulated to the members of the PTA.

14. THE CONSTITUTION OF THE PTA

A current copy of the PTA Constitution will be maintained by all members of the Executive Committee, the Principal and the school's Board of Governors and will be made available to any member of the School community upon request.

Notwithstanding any vote in favour of an amendment to the Constitution, the PTA shall make no change to the PTA Constitution without prior approval and consent of the School's Board of Governors.

The Constitution was approved by the Board of Governors the current President of the PTA and the Principal on the _____ day of September 2019.

(Board Chairman)

(Principal)

(PTA President)