

**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, Teachers and Faculty; and
- b. members of the Board of Governors and Board of Trustees.

5. **VOTES OF MEMBERS**

The Board of Governors may determine in their discretion whether to waive the need for an Annual General Meeting (“**AGM**”) and determine the method of voting at such meeting having regard to the circumstances of the School or wider community. The Board of Governors may in such circumstances determine the manner in which the Executive Committee are to be elected and the Principal shall inform the members of the PTA accordingly. Unless otherwise stated by the Principal, the procedure for voting shall be as follows:

- a. At every AGM or Extraordinary General Meeting (“**EGM**”) 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. Notwithstanding paragraph 5, the post of President shall become available for nomination and election annually prior to the AGM. The President shall be voted for at the AGM. Thereafter, a Nominations Committee, to be constituted by the Board of Governors, shall, in consultation with the President, review nominations for the other posts of the Executive Committee and shall determine which nominees shall be appointed to the available posts.
- b. 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.

7. HAND OVER PERIOD

The retiring Executive Committee officers of the PTA shall actively serve until the end of the Second School Term. 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 the Executive Committee or 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;
- c. Treasurer;
- d. Communications 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 once per 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
- 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.

The Executive Committee should act in the best interest of the PTA and ensure that all activities are carried out in an efficient, effective and economic manner.

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.

Please 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.
- Represent the PTA within the School and wider community.
- Liaise with the School to determine the needs of the School as far as fund raising for a particular project.

The Secretary 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.

The Treasurer of the PTA will:

- Be responsible for maintaining the financial records of the PTA and its financial obligations.
- shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the President or Executive Committee as required by the Constitution.
- shall keep a full and accurate account of receipts and expenditures including reconciliation of the bank statement each month,
- present a written financial statement at every meeting of the executive committee;
- Provide the Principal with financial statements on a quarterly basis to be vetted, which will be forwarded to the Executive Committee, and the Principal shall forward them to the School's Board of Governors.
- Produce a year-end report for presentation at the AGM.
- Disburse funds in accordance with the Constitution.

The responsibilities of the Standing Committee Chairs are set out below:

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.

Social Support Executive shall organize several committees for:

- social events to foster good will amongst the families of the School,
- Parents' Social,
- Halloween Social,
- Teachers Appreciation,
- Annual Fund Raising

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

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. 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. Two signatures are required for all disbursements over \$1,000.00 one of which must be the Principal. Executive Committee approval must be given for any disbursements outside any agreed budget over \$5,000.00.

The PTA may, at its discretion, maintain a fixed deposit. Signatories on the fixed deposit will be the President, Treasurer, and Principal. Two signatures, one of which must be the Principal, will be required for all instructions regarding the fixed deposit.

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

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.

Monies generated by the activities of the PTA may be distributed to the school 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 officer shall be one year, beginning and ending at the Annual General Meeting of the PTA held at the end of the second School term.

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 association 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. 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 favouring an amendment to the Constitution the PTA shall make no changes to the PTA Constitution without prior approval and consent of the School's Board of Governors.

15. DISSOLUTION

The PTA may be dissolved by the Board of Governors with sixty (60) days' notice to the Executive Committee and the Members of the PTA.

The Constitution was approved by the Board of Governors the current Executive Committee represented by the President of the PTA and the Principal on the 15th day of February 2021.