



Hillview College
Parent Teacher Association
(PTA)

Constitution

Accepted and Approved by 2015/2016 PTA: September 10, 2016

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ARTICLE 1: NAME

The name of the Association shall be the “Hillview College Parent Teacher Association” referred to as the “Hillview College PTA”.

ARTICLE 2: AIMS AND OBJECTIVES

The Aims of the Association shall be:

- a) To promote and maintain the good name of Hillview College.
- b) To bring Hillview College and the students' parents and/or guardians in closer association.
- c) To bring Hillview College and all stakeholders in closer association.
- d) To assist Hillview College in promoting the moral and spiritual values of students in accordance with the doctrines and policies of The Presbyterian Church of Trinidad and Tobago (PCTT).
- e) To promote and foster educational and social activities for the enlightenment and enhancement of parents, students and teachers alike.
- f) To assist Hillview College in its various development programmes.
- g) To provide critical assistance to students of Hillview College in accordance with the Hillview College PTA's Benevolent Policy.

ARTICLE 3: MEMBERSHIP

Section A: Ordinary Members

Subsection a: Parents or Guardians of students currently attending Hillview College and members of the Staff of Hillview College shall be Ordinary Members of the Association.

Section B: Ex Officio Members

Subsection a: The Principal and Vice Principal of Hillview College and the President of the Hillview Old Boys Association are *Ex Officio* members of the Association.

Section C: Associate Members

Subsection a: Associate membership may be conferred on any parent or guardian of past students upon written application to the Association.

Subsection b: Associate members shall not have the right to vote or hold office in the Association.

Section D: Honorary Members

Subsection a: Honorary Membership may be conferred upon any individual other than an Ordinary or an Associate Member invited by the Executive Committee based on their special association with Hillview College or for commendable services to Hillview College and/or the Association.

Subsection b: Honorary members shall not have the right to vote or hold office in the Association.

Section E: Register of Members

Subsection a: The Association shall keep a register of its Members.

Section F: Membership Fee

Subsection a: In the case of parents or guardians, a Membership Fee as determined by the Executive Committee, is payable on the Registration Day of their child or ward.

ARTICLE 4: OFFICERS OF THE ASSOCIATION

The Officers of the Association shall include:

Executive Officers (7)

President
Vice President
Secretary
Assistant Secretary
Treasurer
Assistant Treasurer
Public Relations Officer

Ex Officio Members (3)

Principal
Vice Principal
President of Hillview Old Boys Association

Staff Representatives (up to 4)

Staff Representatives

Executive Floor Members (20)

Executive Floor Members

ARTICLE 5: DUTIES OF THE OFFICERS

Section A: President

Subsection a: The President shall act as the Head of the Association and shall preside at all meetings of the Association.

Subsection b: The President shall be responsible for the smooth running of the Association and see that regular meetings and elections are duly called and held.

Subsection c: The President shall uphold the Association's Constitution at all times.

Subsection d: The President shall present after consultation with the Secretary, an Annual Report to the Annual General Meeting (AGM).

Subsection e: The President shall be responsible for all electronic communication and the distribution of correspondence electronically from the Association.

Section B: Vice President

Subsection a: The Vice president shall assist the President in carrying out the functions of that office.

Subsection b: The Vice President shall perform the duties and exercise the powers of the President during the absences of the President.

Section C: Secretary

Subsection a: The Secretary shall be responsible for the recording and preparation of the Minutes of all meetings of the Executive Committee.

Subsection b: The Secretary shall be responsible for circulating the Minutes electronically for corrections and presenting final corrected minutes to the Executive Committee for approval.

Subsection c: The Secretary shall circulate all Minutes within seven (7) days of a concluded meeting.

Subsection d: The Secretary shall be responsible for maintaining a record (file), electronic or print, of all approved minutes and other documents.

Subsection e: The Secretary shall prepare in consultation with the President, a list of Executive Officers of the Association immediately following their elections and forward same to the Executive Secretary of the Hillview College Administrative Committee.

Subsection f: The Secretary shall in consultation with the President, be responsible for the preparation and dispatch of notices to Association members to attend meetings.

Subsection g: The Secretary shall in consultation with the President, be responsible for the preparation of the Agenda for all meetings of the Executive Committee and the Annual General Meeting (AGM).

Subsection h: The Secretary shall in consultation with the President, be responsible for the preparation of the Annual Report to be presented at the Annual General Meeting (AGM).

Subsection i: The Secretary shall maintain a Register of the Association's members. The Register should include names, telephone numbers and email addresses of members.

Subsection j: The Secretary shall perform all other duties incidental to that office and such duties that may be assigned by the Executive Committee.

Section D: Assistant Secretary

Subsection a: The Assistant Secretary shall assist the Secretary in carrying out the functions of that office.

Subsection b: The Assistant Secretary shall perform the duties and exercise the powers of the Secretary during the absences of the Secretary.

Subsection c: The Assistant Secretary shall perform all other duties that may be assigned by the Executive Committee.

Section E: Treasurer

Subsection a: The Treasurer shall provide a budget at the commencement of each school year, at the second meeting of the incoming Executive Committee which is to be approved Executive Committee.

Subsection b: The Treasurer shall keep an accurate account of income and authorize expenditure.

Subsection c: The Treasurer shall present a Statement of Accounts at all meetings of the Executive Committee.

Subsection d: The Treasurer shall present an audited statement of the year's income and expenditure at the Annual General Meeting (AGM).

Subsection e: The Treasurer shall disburse funds in payment of the Association's obligations only on authority given by the Executive Committee.

Section F: Assistant Treasurer

Subsection a: The Assistant Treasurer shall assist the Treasurer in carrying out the functions of that office.

Subsection b: The Assistant Treasurer shall perform the duties and exercise the powers of the Treasurer during the absences of the Treasurer.

Section G: Public Relations Officer

Subsection a: The Public Relations Officer shall be responsible for developing internal and external communications

Subsection b: The Public Relations Officer shall report and clarify to membership of the Association, the policies and actions of the Executive Committee.

Subsection c: The Public Relations Officer shall develop cohesiveness among the members of the Association by ensuring two-way communication.

Subsection d: The Public Relations Officer shall advertise the activities of the Association.

Subsection e: The Public Relations Officer shall inform the public of educational and other issues which are of mutual concern.

Subsection f: The Public Relations Officer shall maintain liaison with the community leadership in all major institutions to promote the objectives of the Association.

Subsection g: The Public Relations Officer shall undertake any other responsibilities that are assigned by the Executive Committee to promote the objectives and strategies of the Association.

Section H: Ex Officio Members

Subsection a: The *Ex Officio* Members shall represent their respective offices.

Section I: Staff Representatives

Subsection a: The Staff Representatives shall represent the staff of Hillview College.

Section J: Executive Floor Members

Subsection a: The Executive Floor Members shall represent the parent body of Hillview College.

Section K: Co-opted Floor Members

Subsection a: The Co-opted Floor Members shall assist the Executive Committee in carrying out its functions.

ARTICLE 6: COMMITTEES

Section A: Executive Committee

Subsection a: The Hillview College Parent Teacher Association (PTA) Executive Committee shall comprise of: seven (7) Executive Officers (President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer); three (3) *Ex Officio* (Principal, Vice Principal, President of Hillview Old Boys Association); up to four (4) Staff Representatives; and twenty (20) Executive Floor Members. These members have voting rights.

Subsection b: Co-opted Floor Members who may be invited to join the Executive Committee to assist with tasks of the Association shall not have voting rights.

Section B: Sub-Committees

Subsection a: The Executive Committee shall have the power to establish sub-committees from the members of the Association to assume responsibility for specific matters and to appoint a Chairman of such sub-committees.

Subsection b: A member of the Executive Committee may serve on any sub-committee.

Subsection c: The appointment of sub-committee members who are not already members of the Executive Committee shall be by nomination, and shall be subject to approval by the Executive Committee.

Subsection d: Each Executive Committee member may nominate one or more member(s) of the Association for any sub-committee.

Subsection e: Sub-committees shall meet as and when necessary for the conduct of their business and shall report at each meeting of the Executive Committee on the business conducted since the last meeting of the Executive Committee.

ARTICLE 7: MANAGEMENT

Section A: General

Subsection a: The Executive Committee shall conduct the affairs of the Association in periods between two Annual General Meetings.

Subsection b: The Executive Committee shall meet regularly at least once a month.

Subsection c: The Quorum of the Executive Committee shall be ten (10) of its Members, at least two of whom should be Officers of the Association.

Subsection d: The Executive shall authorize all expenditures, and shall not create any indebtedness beyond the current income of the Association.

Subsection e: The Executive Committee shall have the authority to make any decisions in furtherance of achieving the aims and objectives of the Association.

Subsection f: The Executive Committee shall decide on the Quantum of the Association's Membership Fee.

Subsection g: No Member or Officer of the Association shall use his position as a means of furthering any personal, political, or other aspiration, nor shall the Association as a whole, take part in any movement not in keeping with its aims and objectives.

Subsection h: Should any officer of the Association be unable to perform his/her responsibilities properly, the Executive Committee shall have the right to take appropriate action to remedy the situation.

Subsection i: In the event of an urgent matter as determined by the President, that requires a vote to pass a Motion, Members may be contacted via electronic communication to canvass their vote, and any such Motion so passed shall be ratified at the next Statutory Monthly Meeting of the Executive Committee not being a deferred Statutory Monthly Meeting.

Subsection j: Members should conduct themselves appropriately, whether verbally or electronically via email or social media or any other medium.

Section B: Vacant Office

Subsection a: Should an Executive Office become vacant before the next Annual General Meeting (AGM) is held, the Executive Committee shall fill the vacancy at the next meeting of the Executive Committee from the existing Executive Members.

Section C: Discipline

Subsection a: The Executive Committee may call any member of the Association who by his/her words or actions, bring the Association into disrepute, to attend before a disciplinary committee appointed by the Executive to give reasons for his/her words or actions; such member shall be given notice in writing of the appointed date, time and place at which to attend before the disciplinary committee which shall lodge a written report with the Executive Committee, within seven (7) days after the appointed date; thereafter the Executive Committee shall take such action as may be deemed necessary in relation to such a member.

Subsection b: Should a member of the Executive Committee absent himself/herself from three (3) consecutive meetings of the Executive Committee, in the absence of an excuse acceptable to the other Officers of Executive Committee, his/her seat shall become vacant and shall be so declared either by the President, Vice President, Secretary or Assistant Secretary, in that order.

Section D: Tenure of Office

Subsection a: The Executive Officers of the Association shall have a tenure of office for a period of one (1) year until the next following election of an Executive Committee in accordance with Constitution.

Subsection b: Outgoing members of the Executive Committee including the Officers shall be eligible for re-election as long as they remain Ordinary Members of the Association.

ARTICLE 8: FINANCE

Section A: General

Subsection a: The Fiscal Year of the Association shall be from September 1st to August 31st.

Subsection b: The Bankers of the Association shall be the Bank recognised and approved by the Executive Committee.

Subsection c: All funds of the Association shall be deposited in the name of the Association, Hillview College, PTA, in the Bank designated as the Association's bankers.

Subsection d: All cheques must be signed by any two officers in the following manner:
Either Treasurer OR President AND Principal OR Vice Principal.

Subsection e: The Treasurer shall receive all funds due to the Association and deposit same into the Association's Bank account.

Subsection f: No person unless specially authorised by the Executive Committee and acting within the limits of the authority so conferred shall enter into any contract so as thereby to impose any liability on the Association or otherwise to pledge the credit of the Association.

Subsection g: All commitments on payments from the funds of the Association must have prior authorisation from the Executive Committee and funds required by a sub-committee or the school must first be approved by the Executive Committee. Requests for sums in excess of TT\$500.00 must be submitted in writing to the Executive Committee and approved by the Executive Committee. In the event of an emergency, the President or Treasurer can agree to waive the requirement for the request to be in writing. However, this request must be presented in writing at the next Statutory Monthly Meeting not being a deferred meeting.

Subsection h: Any member of the Association may inspect the books of the Association by giving fourteen (14) days notice in writing to the Secretary.

Section B: Auditor

Subsection a: An Auditor shall be elected by the Executive Committee. In the event the Auditor is unable to carry out his functions, the Executive Committee shall have the power to replace him.

Subsection b: The Auditor shall not be a member of the Executive Committee nor a member of the immediate families of the following officers: President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Public Relations Officer, Principal, Vice Principal or the President of the Hillview Old Boys Association.

Subsection c: The Auditor shall inspect the Treasurer's records and documents and at the end of the Financial Year and certify the accuracy of the Treasurer's Statement of Accounts.

ARTICLE 9: MEETINGS

Section A: Annual General Meetings

Subsection a: The Annual General Meeting (AGM) of the Association shall take place on the first Saturday after school re-opens for Term I in the new School Year.

Subsection b: The incumbent Secretary shall be responsible for the recording and submission of the Minutes of the Annual General Meeting (AGM).

Subsection c: The Executive Officers and Floor Members of the Association shall be elected at the Annual General Meeting (AGM). A Returning Officer shall be selected from the members present to conduct the elections but shall not have the right to vote. The Returning Officer shall invite nominations and carry out the poll, which shall be by a show of hands.

Subsection d: Thirty (30) Ordinary Members shall constitute a quorum for the Annual General Meeting (AGM).

Subsection e: All outgoing Officers shall hand over all documents and records pertaining to the Association to the Principal for immediate transmission unto the incoming Officers of the New Executive Committee.

Section B: Statutory Monthly Meetings

Subsection a: The first Statutory Monthly Meeting of the newly elected PTA Executive Committee shall be held on the Wednesday after the AGM.

Subsection b: The Statutory Monthly Meeting of the Executive Committee shall be chaired by the President, or in his absence, by the Vice President or, in the absence of both the President and the Vice President, by the Secretary, and in the absence of the Secretary, by a Chairman elected by the members present.

Subsection c: The Quorum at a Statutory Monthly Meeting shall be ten (10) members of the Executive Committee at least two (2) of whom shall be Executive Officers.

Subsection d: If a Quorum is not attained at a Statutory Monthly Meeting of the Executive Committee, the meeting shall be deferred to the next week and the Quorum shall be two (2) Executive Officers.

Subsection e: In the event of an urgent matter as determined by the President, that requires a vote to pass a Motion, Members may be contacted via electronic communication in order to canvass their vote and any Motion so passed shall be ratified at the next Statutory

Monthly Meeting of the Executive Committee not being a deferred Statutory Monthly Meeting.

Section C: Special General Meetings

Subsection a: Special General Meetings of the Executive Committee may be called:

- (i) At the discretion of the President.
- (ii) By the Vice-President in an emergency during the absence of the President.
- (iii) At the request in writing of five (5) members of the Executive Committee and within fourteen (14) days of such request.

Subsection b: Twenty (20) Ordinary Members shall constitute a Quorum for a Special General Meeting (SGM) with at least two (2) being Executive Officers of the Association.

Section D: Inquorate Meetings

Subsection a: Where any meeting of the Association is called, other than the Statutory Monthly Meeting of the Executive Committee, where a Quorum is not obtained after one (1) hour, that meeting shall stand adjourned for not less than seven (7) days. Thereafter, those members who were present at the adjourned meeting shall constitute a Quorum provided that ten (10) or more Ordinary Members are present.

Section E: Attendance

Subsection a: Any parent, guardian, teacher, stakeholder or specially invited guest who would have been invited to attend any meeting of the Association would be referred to as an Attendee.

Subsection b: Attendees shall not have voting rights.

ARTICLE 10: AMENDMENT TO THE CONSTITUTION

Subsection a: The general Assembly shall have the power to amend, rescind, alter and add to any articles, rules, or policies.

Subsection b: A motion for amendment or alterations must be made one (1) month in advance of the Annual General Meeting (AGM) or a Special General Meeting (SGM) and must be signed by at least ten (10) Ordinary Members of the Association.

Subsection c: A vote of two thirds ($\frac{2}{3}$) of those present in favour of the amendment/alteration shall be necessary for the passage of any amendments to the Constitution.

ARTICLE 11: DISSOLUTION OF THE ASSOCIATION

Subsection a: A motion to dissolve the Association may be made at the Annual General Meeting (AGM).

Subsection b: In the event a Quorum is not achieved, the motion shall stand adjourned to the next Annual General Meeting (AGM), not being an adjourned Annual General Meeting (AGM).

Subsection c: In order to effect dissolution of the Association at least four fifths ($\frac{4}{5}$) of the Ordinary Members present shall vote in favour of dissolution.

Subsection d: A motion for the dissolution of the Association must be made one (1) month in advance at an Annual General Meeting (AGM) or a Special General Meeting (SGM).

Subsection e: If the Association is dissolved, its surplus funds, if any, shall be deposited into the Hillview College Development Fund Account to be administered by the Hillview College Administrative Committee.

Subsection f: A motion to amend, alter, repeal or add to this Article must be made one (1) month in advance at an Annual General Meeting (AGM) or a Special General Meeting (SGM) and signed by at least ten (10) Ordinary Members of the Association. Such a motion shall be passed by four fifths ($\frac{4}{5}$) of the Ordinary Members of the Association present at such a meeting, not being an adjourned meeting.