

**ARDENNE HIGH SCHOOL PARENT TEACHERS' ASSOCIATION  
CONSTITUTION**  
*Ardenne High School, 10 Ardenne Road, Kingston 10.*

**Article 1: Name:**

The name of the Association shall be Ardenne High School Parent –Teachers' Association, hereinafter referred to as "the PTA".

**Article 2: Purpose:**

- 2.1 To form a bond between home and school, and thereby to bring into a closer relationship parents and guardians of students at school and the Teaching Staff with a view to promoting cooperative effort at school, for the benefit of students;
- 2.2 To support and encourage the welfare of Ardenne High School.
- 2.3 To provide a channel of communication between the parents/guardians and the school to inform and discuss with them matters affecting the students and the school.
- 2.4 To assist and cooperate with the school in dealing with resolving problems in respect of which they may invite assistance and or cooperation.
- 2.5 To liaise and cooperate with other Parent-Teachers' Association Groups for the good and improvement of education, the welfare of Teachers and the school community;
- 2.6 Our Mission Statement shall be: *Ardenne High School PTA, embodying parents and teachers in partnership, is committed to helping Ardenne High School to provide quality education in a Christian environment, by maintaining a vibrant forum for cordial, effective communication and collaboration between home and school, thereby helping to promote an environment conducive to the development of excellence.*

**Article 3: Membership:**

- 3.1 Membership shall be in three categories:
  - i. Full membership – open to all parents and guardians of present students
  - ii. Associate membership – open to parents and teachers who have made outstanding contributions to the school
  - iii. Honorary membership – open to parents of past students who are still contributing
- 3.2 Membership shall be conferred automatically on all parents and guardians of present students;

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- 3.3 Members of the Board of Governors shall be honorary members;
- 3.4 Membership with the PTA is terminated only upon the graduation or expulsion of the child(ren)/ward(s) and in the case of Teachers and Administrative Staff, upon the termination of their employment to the school.

**Article 4: Officers:**

The affairs of the Association shall be managed by the Executive Committee and the duly elected and selected Officers shall be members of the Executive Committee.

The Executive Committee shall consist of the Officers named below and fifteen nominated members who shall at the time of election or selection be parents or guardians of present students of the school or members of the school staff. The Principal of the School and the PTA's Immediate Past President shall be ex-officio members of the Executive Committee.

**4.1 The Executive Committee's Officer Corp shall consist of:**

- i. Seven (7) Elected Officers;
- ii. Fifteen (15) Selected Officers;
- iii. Two (2) Ex-Officio Members; and
- iv. Sub-Committee Chairpersons as determined from time to time.

**i. Elected Officers:**

- a. President;
- b. Vice-President;
- c. Secretary;
- d. Assistant Secretary;
- e. Treasurer;
- f. Assistant Treasurer;
- g. Public Relations Officer.

**ii. Selected Officers:**

- h. Teacher Representative – Academic Program;
- i. Two Grade Level Representatives – Grade 7;
- j. Two Grade Level Representatives – Grade 8;
- k. Two Grade Level Representatives – Grade 9;
- l. Two Grade Level Representatives – Grade 10;
- m. Two Grade Level Representatives – Grade 11;
- n. Two Grade Level Representatives – Grade 12;
- o. Two Grade Level Representatives – Grade 13;

**iii. Ex-Officio Members:**

- p. Principal; and

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q. PTA Immediate Past President

**iv. Sub-Committee Chairpersons as per Article 4.2 (vi)**

- r. Finance Sub-Committee
- s. Public Relations Committee
- t. Technical and Environmental Committee
- u. Education Committee
- v. Spiritual Development Committee
- w. Student Welfare Committee
- x. Electoral Committee

**4.2 The general functions of the Officer Corp shall be as follows:**

In managing the affairs of the Association, the Executive Committee shall have the following responsibilities:

- i. To guide and direct the affairs of the Association;
- ii. To represent vigorously the interest of the Association to any body, institution, or group;
- iii. To acquire and hold property; to make investments; to dispose of and change the composition of property and investments. To handle with prudence all property and investments of the Association;
- iv. To apply the Association's funds for purposes compatible with the Objectives and Purposes of the Association as outlined in Article 2;
- v. To encourage wide support for and participation in the affairs and activities of the Association among parents, guardians and teachers;
- vi. To appoint Sub-Committees as it may consider necessary, and to frame rules and guidelines for their functioning.

**4.3 Determination of Officers:**

**4.3.1 Elected Officers:** Elected Officers shall be appointed at the Annual General Meeting of the PTA, and shall hold office for one year from the conclusion of the Annual General Meeting.

**4.3.2 Selected Officers:** These officers are to be appointed at the last General Meeting of the school year and representatives from Grade 7 are to be selected at the meeting held for parents in July.

**Article 5: Meetings**

**5.1 Meetings of the Association shall include:**

- i. General Meetings;
- ii. Annual General Meetings;
- iii. Extra-Ordinary General Meeting;
- iv. Executive Committee Meetings;

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- v. Sub-Committee Meetings and
- vi. Ad-hoc Committee Meetings.

5.2 Meetings shall be called by way of Notices prepared by the Secretary of the Executive Committee and posted on the School's Notice Board and electronically.

**5.3 Convening of Meetings:**

5.3.1. General Meetings of the PTA shall be held at a minimum of once per academic term or otherwise as may be determined from time to time;

5.3.2 Annual General Meetings shall be held annually in September of the School Year and not later than 13 months after the previous Annual General Meeting;

5.3.3 Extra-Ordinary General Meetings to fill vacancies and/or to amend the Constitution may be called on the request of five members of the Executive Committee or on the request of twenty-five ordinary members. These meetings shall be held as the need arises;

5.3.4 The purpose for the Extra-Ordinary General meeting shall be stated in writing and must be submitted to the President fourteen (14) clear days before the requested date of the meeting;

5.3.5 At least fourteen (14) clear days before the date of any Annual or Extra-Ordinary General Meeting, the Secretary shall in writing, give notice to members to be in attendance;

5.3.6 Executive Committee and other Committee meetings shall be held at such times and at such frequency and at such places as each Committee shall decide, but meetings held shall be a minimum of one per Committee each academic term.

**Article 6: Amendments to Constitution:**

6.1 The Constitution shall be amended at the Annual General Meeting or at Extra-Ordinary General Meetings;

6.2 Notification for the amendment must be stated in writing to the Executive Committee and must be submitted four (4) clear weeks before the requested date of the meeting. After review, such proposed amendments shall be circulated in writing to members with comments supporting or opposing the amendment proposed;

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- 6.3 Members shall have at least four (4) week's prior notice before the matter is placed before a general meeting for a decision;
- 6.4 The requirement to pass an amendment shall be determined by open vote at the meeting called for the purpose; and passage of amendments requires a two-third majority of those persons present and voting at an Annual or Extra-Ordinary General meeting called for such purpose.

**Article 7: Auditing of Accounts:**

- 7.1 An Independent Auditor shall be appointed by the PTA to audit the accounts prior to the Annual General Meeting;
- 7.2 The Auditor should neither be a member of the PTA nor a member of the School's Church Community;
- 7.3 An audited Report of the PTA's financial standing shall be presented at each Annual General Meeting

**Article 8: Income:**

The income and properties of the PTA, however derived, shall be applied solely towards the promotion of the objectives of the PTA as set out in this Constitution. No portion thereof, shall be paid or transferred directly or indirectly by way of dividends or bonuses to the members of the PTA, except in accordance with the objectives outlined in Article 2.2 above.

**Article 9: Liabilities:**

The PTA shall not be liable:

- 9.1 to any member for refund of membership dues should their membership be terminated for any reason whatsoever; and
- 9.2 for injuries sustained by, or damage to personal property of, its members or visitors on the premises of the School Compound at any time.

**Article 10: Dissolution:**

If upon dissolution of the PTA, there remains any sum of money after the discharge of liabilities, the same shall be applied in such a manner as the PTA shall see fit, provided it does not constitute a breach on Article 2 of this Constitution in any manner.

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**BY LAWS**

**Section 1: Election of Officers**

Elections shall proceed on the basis of:

- i. Candidates sponsored by a Nominations Committee shall be presented and seconded;
- ii. Additional candidates nominated and seconded from the floor;
- iii. Each nominated member, with his/her consent, shall be eligible for nomination
- iv. The appointment of a Director of Elections who shall be neutral;

**1.1 Nomination Process:**

Nomination Day shall be declared twenty-one (21) days before the Annual General Meeting, where nominations of members shall be accepted for election to the Executive Committee of the Association

**1.2 Election Process:**

- i. Voting shall routinely be by a show of hands. However on demand for poll by a member in good financial standing, supported by at least ten (10) members in good financial standing, voting shall be by secret ballot;
- ii. At the commencement of elections, a neutral Chairman shall be appointed for the duration of the election procedures, and there shall be appointed at least two (2) scrutineers;
- iii. The Chairman of Elections shall guide the meeting through the election procedures and declare the elected officers and members after which he/she shall vacate the chair to the new President;
- iv. The Scrutineers shall be responsible to count those voting in favour or against and to certify to the elections Chairman the results;
- v. Only members as defined by Article 3 are eligible to vote;
- vii. Voting by absent eligible members shall be permissible by way of either electronic-mail or by Proxy Form and must be submitted to the Director of Elections on or before Election Day;
- viii. The Electoral Committee shall prepare a Voter's List of members.

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**1.2.1 Election of Teacher Representatives:**

The Management and the Teaching Staff of the School shall elect a Teacher Representative. Such elections shall be held at the first Teacher's Meeting of the academic year;

**1.2.2 Selection of Grade & Class Representatives:**

The Parents of the School shall elect among themselves Grade and/or Class Representatives for each class of the School community. Such elections shall be held at Regular PTA Meetings organized by the Executive Committee. These are to be selected in July and presented at the Annual General Meeting.

**1.3 How to fill a Vacancy:**

The Executive Committee shall have the right to fill casual vacancies, and such appointments shall automatically expire at the next Annual General Meeting.

Where a vacancy occurs in the office of President, Secretary or Treasurer, the person filling the position of Vice-President, Assistant Secretary or Assistant Treasurer shall automatically succeed to the vacant office.

Where there is no deputy, a member in good financial standing should be appointed to act in the post pending a By-election to fill the post.

**Section 2: Registration Fee**

2.1 There shall be a Membership Subscription fee per child payable annually at the beginning of each Academic Year.

From time to time the Executive Committee shall determine the amount of the Membership Subscription Fee. Any change in the membership subscription shall be announced at the immediately succeeding general meeting.

2.2 Organizations or persons who are non-members may make contributions on special occasions to the PTA.

**Section 3: Duties of Officers**

**The primary duties of each officer are as follows:**

- 3.1.1 **President:** whose duties shall be:
- That of the Senior Executive of the PTA;
  - To preside at Executive Committee and General Meetings;

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- To provide the casting vote should there be a tie during voting in any meeting;
- Responsibility for coordinating activities of various committees and the smooth operation of the Association;
- To sit on the PTA's Finance Committee;
- A signatory in conjunction with the Trustees of the Accounts of the PTA.

**3.1.2 Vice-President:** whose duties shall be to:

- Assist the President in the management of the affairs of the PTA; and
- Preside, by succession, over all specified meetings in the President's absence

**3.1.3 Secretary:** whose duties shall be to:

- Record and present a correct account of all meetings of members and of the Executive Committee;
- Serve all notices required by the rules of the PTA;
- Perform all duties essential to the office of Secretary;
- In the absence of the President, and Vice-President, open all meetings and invite the Executive Committee to select a Chairman for the meeting.

**3.1.4 Assistant Secretary:** whose duties shall be to:

- Assist the Secretary in the performance of all assigned duties and in the Secretary's absence to act as Secretary

**3.1.5 Treasurer:** whose duties shall be to:

- Safeguard the financial and other resources of the PTA;
- Maintain proper records of all Financial Transactions
- Prepare Financial Statements for General and Executive Meetings.
- Prepare a Budget for approval by the Executive Committee at its Retreat.
- Arrange for the auditing of Financial Records for the Annual General Meeting
- Chair the Finance Committee

**3.1.6 Assistant Treasurer:** whose duties shall be to:

- Assist the Treasurer in the performance of all assigned duties and in the Treasurer's absence to act as Treasurer.

**3.1.7 Public Relations Officer:** whose duties shall be:

- To inform, educate and promote the business of the PTA in order to increase its membership.



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3.1.8 **Teacher Representative** – Academic Program: whose duties shall be:

- To inform and advise the PTA on matters impacting the academic program

3.1.9 **Grade Level Representative – Grade 7 - 13:** whose duties shall be:

- To work closely with Grade Supervisors, Form and Subject Teachers and Class Representatives and keep the Executive Committee and the PTA abreast of the issues concerning each Grade

3.1.10 **Sub-Committee Chairpersons:** whose duties shall be:

- To Coordinate discussions and projects of their designated Sub-Committee
- To provide the Executive Committee with a documented Report of their progress
  - i. Finance Committee and its Fund Raising Sub-Committee
  - ii. Public Relations Committee
  - iii. Technical and Environmental Committee
  - iv. Education Committee
  - v. Spiritual Development Committee
  - vi. Student Welfare Committee
  - vii. Electoral Committee

## **3.2 Basic Requirements**

3.2.1 The term of office is one year. No Officer shall continue in the same office for more than three consecutive years. They may seek re-election in the fifth year.

3.2.2 Each appointee, with his/her consent, shall be eligible for re-election pursuant to Article 4.3 (1) (2)

3.2.3 Officers shall be fully registered members and are required to attend all meetings including Committee Meetings.

3.2.4 Officers are required to adhere to the **PTA Code of Conduct** as specified in Section 7, should display leadership qualities and keen interest in the advancement of the PTA;

3.2.5 Any Committee member who is absent from three (3) Executive Committee Meetings without a reasonable excuse will be considered to have vacated his/her post.

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**3.3: Hierarchical Layout of Organization:**

The Hierarchical Layout of the Organization is tabled in Appendix A;

**Section 4: Committees**

4.1 Committees to be appointed are:

- i. Finance Committee;
- ii. Fund-Raising Committee;
- iii. Public Relations Committee;
- iv. Technical Environmental Committee;
- v. Education Committee;
- vi. Spiritual Development Committee;
- vii. Student Welfare Committee; and
- viii. Election Committee;

4.2 The Committees' Terms of Reference (TOR) - To administer matters specific to their subject area as it relates to the PTA's business year.

4.3 The Executive Committee shall be appointed by election of the members of the PTA at the Annual General Meeting; and all other Committees shall be appointed by selection from the membership of the Parent Teachers' Association.

**Section 5: Quorum**

5.1 The quorum of the membership for meetings shall consist of:

- i. Twenty-five (25) parents, guardians and teachers for General Meetings;
- ii. Fifty (50) parents, guardians and teachers present for Annual General Meetings;
- iii. Five (5) members including at least two Officers for Executive Committee Meetings;
- iv. Three (3) members for other Committee Meetings

5.4 The determination of a Quorum for a given year shall be recorded in the Minutes of the first Annual General Meeting.

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**Section 6: Amendment to By-Laws**

- 6.1 The By-Laws shall be amended at the Annual General Meeting or at an Extra-Ordinary General Meeting;
- 6.2 These shall be submitted in writing to the Executive Committee. After review, such proposed amendments shall be circulated in writing to members with comments supporting or opposing the amendment proposed;
- 6.3 Members shall have at four (4) week's prior notice before the matter is placed before a general meeting for a decision;
- 6.4 The requirement to pass an amendment shall be determined by open vote at the meeting called for the purpose of the amendment;
- 6.5 Passage of amendments requires a two-third majority of those persons present and voting at an Annual or Extra-Ordinary General meeting called for such purpose.

**Section 7: Code of Conduct**

- 7.1 Members should not be disruptive and should observe the normal rules applying to polite public discourse
- 7.2 Members, while on the school's grounds or at school related functions elsewhere are expected to observe the standard rules of public conduct and refrain from any conduct likely to bring the school or the PTA into disrepute. They should respect the rules regarding use of the school's grounds, rooms and fixtures and to, at all times, use the official channels available for interfacing with the school.

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**APPENDIX A: Organizational Chart of Parent Teachers' Association**

