



# Panaga School PTA Constitution

## Name and Address

- The name shall be Panaga School's Parent Teacher Association (hereafter referred to as the PTA) and all parents who have children attending Panaga School are members.
- The address of the PTA will be the address of Panaga School.

## Purpose

- To aid in the communication and relations between parents, teachers and the school management.
- To support and assist with extracurricular activities.
- To improve parents' understanding of curriculum issues.
- To help organise school social events for parents, pupils and staff to develop effective relationships within the school community.

## The Parent Teacher Association (PTA)

- Consists of 6 to 10 parent members with the aim for a minimum ratio of 1:50 members per student.
- Should represent the broad range of nationalities within the school.
- Is non profitable.

## Election and Appointment

- The parent members on the PTA will be elected at an Annual General Meeting (hereinafter referred to as the AGM) which will be held at the beginning of each school year.
- In event of a vacancy the PTA may fill casual vacancies as agreed during general PTA meetings as required, until the next AGM.
- SLT representatives will be ex-officio.
- Nominations for PTA shall be proposed and seconded by members of the PTA and should have the consent of the nominee. Nominations should be made prior to the commencement of the AGM.
- PTA elected at the AGM.
- At the first PTA meeting the officers of the PTA will be elected, with nominations prior to the meeting.

### -The officers of the PTA will consist of:

- Chairperson
- Secretary
- Treasurer
- School Advisory Board Representative (parent)

### -The PTA will consist of:

- Chairperson
- Secretary
- Treasurer
- Advisors (SLT)
- School Advisory Board Representative (can be a duplicate position of an officer)

## Proceedings of the PTA

- The PTA will hold meetings for the transaction of business at usually once a term, or as needed, and will call an AGM once a year.

-50% of members need to be present for a quorum.

## Minutes of PTA Meetings

Minutes are maintained and distributed to all members.

## AGM

- The Annual General Meeting of the PTA shall be held at the beginning of each school year and attended by outgoing executive and committee members where possible for handover purposes.
- The current PTA will give at least 14 days notice of the date of the AGM.

## Procedure applicable to AGMs and other PTA meetings

- Attendance at Meetings: All members of the PTA as well as any other parents are entitled to attend.
- Voting: All PTA members are eligible to vote. Proxy votes may be submitted in writing to the committee before the start of the meeting.
- Resolutions: At any general meeting, any resolution shall be decided by a majority vote. A resolution put to the vote shall be decided on a show of hands.
- In addition to the AGM, further PTA meetings shall be called by the PTA with 14 days notices as and when the PTA considers such meetings to be desirable.

## Interpretation of Constitution

The PTA will be required to liaise with the school management over any matters arising from the administration and interpretation of the constitution of the PTA.