

ST. CLARE'S GIRLS' SCHOOL PARENTS-TEACHERS ASSOCIATION CONSTITUTION
EXTRACT

7. ORGANIZATION

- i. The Association is composed of its members and the Executive Committee;
- ii. The business of the Association shall be carried out by an Executive Committee elected in the Annual General Meeting. The committee shall consist of seventeen members, nine of whom are parent-members, six are teacher-members and two ad hoc members;
- iii. The Supervisor and the Principal are ad hoc members. The teacher-members shall be appointed by the Principal. The parent-members shall be elected in the Annual General Meeting by members through secret ballot;
- iv. The following office-bearers except the Supervisor and the Principal shall be elected amongst the committee members:
 - a) One Advisor (the Supervisor)
 - b) One Chairman (a parent-member elected amongst the executive committee members)
 - c) Two Vice-Chairmen (a parent-member and an ad hoc member where the parent-member is the First Vice-Chairman and the Principal is the Second Vice-Chairman)
 - d) Two Honorary Treasurers (a parent-member and a teacher-member)
 - e) Two Honorary Secretaries (a parent-member and a teacher-member)
 - f) Five Public Relation Officers (three parent-members and two teacher-members)
 - g) Four General Affairs Officers (two parent-members and two teacher-members)
 - h) No more than five co-opted committee members (parent-members invited and agreed by at least two-thirds of the executive committee members)
 - i) No more than five Honorary Advisors
- v. The Executive Committee shall hold a minimum of three meetings annually and fifty percent of the prevailing total number of committee members shall form the quorum;
- vi. The committee shall appoint an honorary auditor to audit the accounts of the Association at the end of each academic year;
- vii. The term of office of the office-bearers shall be two years and can be renewed if re-elected provided always that if the child or the children of any office-bearer shall leave the School during the term of office of such office-bearer, such office-bearer shall remain in his/her office until the end of his/her current term but he / she shall not be eligible for re-election as Chairman or Vice-chairman.
- viii. In the event of a committee member being unable to perform his/her duties, the committee shall have the right to co-op members to fill the vacancy;
- ix. The committee shall make preparation on the annual election in September.
- x. All executive committee members are voluntary and shall not accept any remuneration;
- xi. Any former Executive Committee member may become an Honorary Advisor to the Association upon the invitation of the current Executive Committee. The appointment as Honorary Advisor is to be made upon the issue and subsequent acceptance of such invitation, and would only be terminated by the Executive Committee by notice in writing if:
 - a) The Honorary Advisor is found to have committed a breach of The Constitution; or
 - b) The Honorary Advisor is found to act contrary to the interest and benefit of the School.The role of an Honorary Advisor is to provide independent advice and voluntary services to the Executive Committee. The Honorary Advisor does not form part of the quorum nor does he/she have the right to vote at any meeting of the Executive Committee.

8. THE ELECTION OF PARENT-MEMBERS OF THE EXECUTIVE COMMITTEE

- i. To be a candidate eligible for election, a parent-member has to be nominated by one member and subject to the acceptance of the nomination by the nominated parent-member. Self-nomination can be accepted;
- ii. A completed nomination form has to be sent to the Secretaries for compilation twenty-one days prior to the Annual General Meeting;
- iii. In every election, the members should elect amongst the candidates a minimum of nine members. The nine candidates with the greatest number of votes will become the elected EX-CO members. In case there are equal number of votes, a second and last round of secret ballot will be taken, in which the one with greater vote will be elected. In the event that there are still equal numbers of votes, the Chairman shall then exercise his/her casting vote.

9. DUTIES OF THE OFFICE-BEARERS IN THE EXECUTIVE COMMITTEE

- i. Chairman
 - a) To be responsible to convene and chair the Annual General Meeting, the Extraordinary General Meeting and the Executive Committee Meetings;
 - b) To be responsible to execute the resolutions adopted in the General Meeting and the Executive Committee Meetings;
 - c) To be responsible to promote the business of the Association and to approve and sign all documents;
 - d) To submit proposals to the School on behalf of the parents provided that they do not exceed the scope of duties of the Principal or the Permanent Secretary for Education.
- ii. Vice-chairman
To assist the Chairman to carry out the business of the Association. In the absence or resignation of the Chairman, the First Vice-Chairman will be acting on his/her behalf.
- iii. Secretary
To be responsible for the documentation and filing of the minutes of meetings as well as all the secretarial work.
- iv. Treasurer
To be responsible for the collection and disbursement of funds and has to report in the Executive Committee Meetings and to prepare an audited financial statement to report in the Annual General Meeting.
- v. Public Relation Officer
To be responsible to organize and conduct general public relation activities of the Association.
- vi. General Affairs Officer
To be responsible to assist in the execution of the general business of the Association.
- vii. Co-opted Members
The Co-opted members who are invited by the Executive Committee to fill the vacancies during the year shall *sit in meetings* and deliberate, but has no rights to vote.