

# **The Constitution of the International School of Lusaka Parent Teachers Association**

## **1. NAME**

The association shall be called “THE ISL PARENT TEACHERS ASSOCIATION.”

## **2. AIMS AND FUNCTIONS**

The aim and function of the Association are:

- a. To endeavour to maintain good relationships amongst students, teachers and parents.
- b. To provide a means of communication between parents and teachers when the PTA finds such communication necessary.
- c. To foster school spirit.
- d. To raise money for PTA sponsored projects.
- e. To assist with other activities for improving the school as a whole.

## **3. MEMBERSHIP**

Members of the Association shall be:

- a. Parents and/or guardians of students
- b. Teachers
- c. Honorary members chosen, at the absolute discretion of the Executive Committee, for their significant contribution to the school.

## **4. EXECUTIVE COMMITTEE**

The Association shall be administered by an Executive Committee consisting of the following:

- a. Eight members of the Association elected at the AGM
- b. One primary teacher appointed by primary staff
- c. One secondary staff appointed by secondary staff
- d. One board member appointed by the board

Members of the executive committee shall be elected for a 2 –year term.

The Executive Committee may invite any member of the Association to fill any vacancy on the committee until the next AGM. Such co-opted members shall have a vote and full responsibility on the Committee.

The executive committee will elect its own Chair, Vice-Chair, Secretary and Treasurer at the first PTA meeting after the AGM.

## **5. MEETINGS**

The Executive Committee will call a meeting of the PTA from time to time as the business of the Association warrants, but shall endeavour to hold at least a meeting once a month. A minimum of 5 executive members must be present for a meeting. Members shall be notified in advance of each meeting. The Annual General Meeting will take place in the first two weeks of November. A minimum of five Executive Committee members must be present for the AGM to take place, and the members shall be notified in advance.

## **6. VOTING AND PROCEDURE**

The decision-making body will be all those who are attending the meeting 15 minutes after the advertised start time. Those people attending will be considered a quorum. Voting at all meetings and for all purposes shall be by a show of hands. The Chair shall have an original and a casting vote. A decision shall be conclusive on a simple majority vote at any meeting of the Association except on motions to amend the constitution when a two-thirds majority of the membership present at the PTA's AGM shall be required.

## **7. FUNDS**

The sources of the Associations funds shall be as follows:

- a. Voluntary donations from members and well wishers.
- b. Any other means decided upon by the Executive Committee or by members at the AGM.

Where PTA funds are to be used for the purpose of extension or improvement to the school facilities, such payments shall only be made to the School after the Superintendent has confirmed in writing that the work has been duly completed and that payment is due.

At each AGM, the PTA shall appoint an Honorary Auditor who shall be a parent of the school with the qualification of a Chartered Accountant, and he or she shall certify that the accounts have been properly kept before they are presented at the next AGM.

The accounting period shall be 1 November to 31 October.

The funds of the Association shall be lodged in an account in a Commercial Bank in the name of the Association. Withdrawals shall be made with the signature of any two of a panel of five persons from the Executive Committee including the Chair, Vice-Chair, Secretary and Treasurer.

## **8. AMENDMENTS TO THE CONSTITUTION**

The Constitution is subject to amendment at the PTA's Annual General Meeting or at an Extraordinary General Meeting called for the purpose. Notice of any motion to amend the Constitution shall be given at a meeting of the PTA and a written notice shall be distributed to members of the Association.