

# **Maseru Prep School – PTA**

## **Constitution (Ratified 24/11/2008)**

**Membership:** All teachers and parents of currently enrolled children are automatically members of the Parent Teacher Association (PTA).

**Purpose:** To provide a forum for Maseru Prep School teachers and parents to work together constructively for the benefit of the children of the school.

**Committee Members:** To be recognized as “Maseru Prep School – PTA Committee”

The PTA Committee shall be under the jurisdiction of the Board of Governors of Maseru Prep School and shall not contravene any of its rules, guidelines and decisions.

All parents and teachers are eligible to serve on the PTA Committee, thus both parents and teachers are entitled to vote and be elected.

The PTA Committee members are to be elected at the PTA – AGM that is to take place every year within 2 months of the Board of Governors’ AGM. In case there is a need to replace Committee members between PTA - AGMs then a special meeting should be called at the request of the PTA Committee to elect members to replace those who have resigned, left the country and for any other reason have stopped attending meetings.

The PTA Committee shall during the AGM give a general report including, finance, attendance, events etc. The PTA Committee shall, also, arrange 2 or more general meetings of all PTA members during the year, where parents and teachers can share their ideas and make recommendations to the PTA Committee. Recommendations, which are passed with a majority vote, shall be carried to the PTA Committee. The PTA Committee may at its discretion discuss other items that have not been passed.

The PTA Committee shall be composed of:

- The Head Teacher or Deputy (if appointed)
- 7 elected parents
- 3 elected teachers

Method of electing parents and teachers: No electioneering, no nominations. All parents and teachers are eligible. The ballot at the AGM should have 7 lines for parents and 3 lines for teachers. The highest votes shall be the elected members. The parent with the highest votes shall be the convener of the inaugural PTA Committee meeting. In the event of the candidate recording the highest number of votes being unable to accept office, the position will be offered to the candidate with the next highest total of votes.

The PTA Committee shall elect its own officers by secret ballot. A majority of votes shall be required to elect the officers with no restriction of either electing parent or teacher. The officers shall be: Chairman, Vice Chairman, Treasurer, Secretary or any

other office, which might be required. Quorum shall be 6 members. The Head Teacher, or Deputy if appointed, shall not be eligible to be elected. Powers, authority and guidelines given to the officers elected can be modified or rescinded by the PTA Committee at any of its ordinary meetings.

Objectives, Goals and Activities:

1. To raise funds by which the PTA Committee can acquire and, or, provide supplementary support to the school.
2. To organize social activities that can create better understanding and unity amongst parents, teachers, staff and children.
3. To help to identify volunteers to assist in school activities.
4. To consult with the Head Teacher and raise matters of interest in a constructive and cordial way.
5. To liaise and co-operate with the Board of Governors on matters of mutual concern through the appropriate channels. These are understood to be through discussion with the Head Teacher in the first instance and thereafter, if a satisfactory resolution is not achieved, in writing to the Board through the Head Teacher.
6. To promote activity through which parents can gain understanding of methods of teaching, curriculum development and ways in which they can support learning from home.

Signed by Maseru Prep School PTA Committee:      Date .....

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