

PARENT TEACHERS ASSOCIATION CONSTITUTION

Article 1 - Name

The name of this organisation shall be Stanborough Secondary School Parent-Teachers Association, hereinafter referred to as the Association.

Article 2 - Purpose

The activities of the Association shall be in harmony with the ideals of the Seventh Day Adventist Church, the objectives being:

- a) to seek to benefit every home represented in the School
- b) to work for the welfare of the children of Stanborough School by promoting a full understanding of the meaning purpose of parenthood, by developing understanding and co-operation between church and school, and by emphasizing the holistic concept of education :physical, mental and spiritual.
- c) To co-operate with the Seventh Day Adventist churches and other churches and organisations in the community in the promotion of ethical and spiritual values.
- d) To co-operate with the School Board and staff in supplying general equipment and in making improvements that will aid the school in reaching the highest possible standards.

Article 3 - Membership

- a) the following shall be eligible for membership of the Association:

Parents/Guardians of present students
School Staff
Parents/Guardians of past students
Members of the Seventh Day Adventist Church
Friends of the School

- b) Persons eligible for membership shall be required to complete an application form annually, and submit a membership fee.
- c) The membership fee shall be set by the Co-ordinating Committee

Article 4 - Meetings

- a) the annual General Meeting of the Association shall convene early in the School year (September) for the purpose of receiving reports, approving audited financial statements and electing officers.
- b) Postal or proxy voting at the Annual General Meeting shall not be permitted.
- c) Regular meetings of the Association shall be convened at least once a term.

Article 5 - Executive Committee

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- a) the Officers of the Association who shall comprise the Executive Committee shall be :

President
Vice President
Secretary
Assistant Secretary
Treasurer
School Head
School Liaison Officer
Events Coordinator
Teacher Representatives (including the chaplain)

- b) With the exception of the School Head, teacher representatives and the members of the school association, the above officers shall be elected annually by members attending the Annual General Meeting.

Article 6 - Standing Committees

- a) Where deemed necessary, standing committees shall be appointed to foster activities in harmony with the aims of the Association.
- b) Each standing committee shall consist of a minimum of 5 and maximum of 9 including chairman, at least one of whom shall be a member of the school staff.
- c) The chairman of the standing committees shall be appointed by the officers of the Association.
- d) At least 4 members of the standing committee, other than the chairman, shall be chosen by a majority vote of members attending a regular or annual meeting.

Article 7 - Co-ordinating Committee

- a) The Officers of the Association, together with the chairman of the standing committees, shall constitute the Co-ordinating committees
- b) This committee should aim to meet at least once each term in advance of the regular meeting.

Article 8 - Duties of Officers

- a) the President shall preside at all the annual, regular, executive and co-ordinating committee meetings and shall carry out such duties as may be voted to him/her or prescribed by the association
- b) The Vice President shall, in the absence of the President perform duties of the President and shall perform such other duties as the Association may prescribe.
- c) The Secretary shall keep the minutes of all general, executive and co-ordinating committee meetings, render reports when called upon, and discharge such other duties as pertain to the office.
- d) The Assistant Secretary will assist the secretary in his/her duties
- e) The Treasurer shall be responsible for all the monies received that belong to the Association, shall keep record of all transactions, pay bills approved by the Executive

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committee and execute any other duties that may be delegated to one holding such office by the Association. Association accounts shall be subject to annual audit.

- f) The Events Coordinator will be responsible for organising and executing all events.

Article 9 - Dissolution

- a) The Association may become dissolved by a two-thirds majority vote of members attending an Annual General Meeting.
- b) In an event of the Association departing from the ideals of the Seventh day Adventist Church, the School Board shall have powers to dissolve the Association.
- c) Any funds belonging to the Association at the time of dissolution shall be transferred to a School Project agreed by a majority vote of members attending the Association's final meeting.