

American Academy Junior School Parents – Teachers Association Constitution

To Grow and to Serve

Article 1. Composition – Name.

Consists of parent and guardians of pupils and the staff of the American Academy Junior School, Larnaca. It shall be called 'Parents-Teachers Association of the American Academy Junior School Larnaca and in this document shall be referred to as PTA.

The present constitution was approved at the General Meeting of members on Friday, 1st December 2017

Article 2. Interpretation

'parent' means father, mother or guardian of pupil.

'guardian' means the person who has been appointed guardian of the child according to the relevant law.

'Teacher' means a member of the teaching staff of the American Academy Larnaca, whether part or full-time.

'court' means the appropriate district court in which the head office of the PTA is situated.

'Inspector' means the Inspector of Associations and Foundations.

'School' means American Academy Junior School Larnaca.

'Pupil' means any pupil registered with the school.

'Law' means the Law of Associations and Foundations of 2017

'Rules' means the Rules published within the Law of Associations and Foundations of 2017

Article 3 Head Office

Head Office of PTA is American Academy Junior School Larnaca located at Markou Drakou Street Larnaca 6011, of the Larnaca Municipality and District.

Article 4. Aims & Goals

Aims of the PTA are:

1. To ensure regular contact between parents and teachers of the School to promote closer ties and cooperation between family and school.
2. Communication and cooperation between parents and the Ministry of Education & Culture, the American Academy Larnaca Alumni Foundation and other relevant associations or persons for the purpose of promoting the aims of the School and to support the School Improvement Plan.
3. The development of relations and the regular communication between parents themselves for the exchange of views and mutual understanding and for the common actions on matters which concern the school, excluding matters directly related to the educational provision in school which are not agreed on through the School Improvement Plan.
4. To provide assistance and to promote the general work of the School in cultural and community events.
5. The care and welfare of the pupils of the School.

Article 5 Means of achieving aims

To achieve its aims, the PTA will have the right to proceed with the following actions:

1. to form a fund / funds
2. to maintain a bank account/bank accounts with any bank located in Cyprus.
3. to establish loan/s with the approval of a General Meeting.
4. to decide dates of PTA meetings at the beginning of the school year and inform all fee paying members of the Junior School and staff members.
5. a non-profit making publication, print-out and the circulation of whatever edition, leaflet, magazine, book or copy which is relevant to the aims of the PTA and which will circulate to all members of the Junior School .
6. the organisation of meetings, lectures, trips, cinema or theatrical performances, sports, art, educational, cultural, entertaining or similar events which enrich the educational provision.

Article 6 Resources

Resources of the PTA come from:

1. the annual subscription of members, which is set at the Annual General Meeting of the PTA after the proposal by the committee and which should not be less than Euro 30.
2. Donations, gifts, collections, bequests, the profits of various events and performances and any other income which is achieved legally.

Article 7 – Capital and Expenditure

The capital of the PTA can be spent according to the decisions of the committee for the operation of the PTA and the success of its aims as laid out in this constitution.

Article 8 – Members.

1. **Regular members** are the parents of pupils who have paid their subscriptions and the teachers of the school.
2. **Honorary presidents and Honorary members** are declared at the AGM to honour persons who have worked for the benefit of the PTA or who have offered great service for the improvement and advancement of the PTA aims.
3. **Benefactors / Donors:** Any person who has strengthened the PTA with significant economic assistance will be declared at the AGM as either a benefactor or a Donor. A list will be kept in a special donors and benefactors book. A benefactor is whoever contributes £500 and over; a donor is whoever offers between £100 and £499.

Article 9 – Rights of members

Each member has the right:

1. to vote and be elected
2. to question the running and administration of the PTA
3. to put forward suggestions to the Committee and the general meeting of the PTA
4. to participate in the various PTA events.
5. to leave the PTA

Article 10 – Obligations of members

1. Members are obligated to conform to the provisions of this constitution, the law, the rules and the decisions of the general meeting of the members and the committee.
2. If a member acts against the provisions of the law, rules and constitution or in some way acts against the best interests of the PTA, he/she will be subject to the following procedures after the careful examination of the situation by the committee, which is obliged to give the individual concerned the opportunity to make a representation in person or by letter:
 - A warning, which must be in the form of a letter signed by the Chairman and the Head Teacher.
 - Expulsion – which must be approved at an EGM

3. A member, who leaves or is expelled by the PTA, has no right to any property of the PTA and is not free of his obligation to the PTA.
4. members are obliged to pay their subscriptions at the latest by the date of the AGM.
5. A committee member absent for three consecutive meetings without written notification will be assumed to have resigned their position.
6. Departing members are denied all their benefits and rights but can be reinstated after a decision of the Committee and on payment of all their dues.

Article 11 Administration

The administration of the PTA consists of:

1. the AGM, which is the highest level of administration of the PTA.
2. the committee which is elected by and amongst the members of the PTA prior to the AGM

Article 12 – AGM

1. Is assembled immediately after the start of the school year and before the 31st September of each year at a date set by Chairperson and Headteacher.
2. The agenda for the AGM must include the following:
 - PTA outgoing Chairperson's report outlining the year's events and achievements.
 - Financial statement and Treasurer's report including auditors report
 - Approval of the above
 - A decision on each other subject which is included in the agenda.
 - The election of 2 auditors not to be committee members.
 - Declaration of the nominations for committee members to be voted on by all fee paying members of the American Academy Junior School present in person or by proxy. Each member is entitled to one vote in each Grade for which they have paid for a student.
 - Date and procedures for the election of committee members.
 - Date of the first committee meeting.
3. The AGM can make decisions on any subject bearing in mind that these decisions are not contrary to the law, rules or constitution.
4. The announcement of the AGM must be made known to all members at least 10 days before the date of the meeting, by personal invitation on which must appear the place, date, time and agenda.
5. The right to take part in the AGM is limited to those members who have paid their subscriptions. Decisions are made by majority vote of the members present unless specifically stated in the Constitution.
6. The Chairperson declares the start of the AGM. The PTA Secretary will act as minute taker for the AGM.
7. the decisions are by majority vote of the members present in person or by proxy. In case of a tie the Headteacher has the casting vote at the AGM.
8. Nominations for post holders on the committee should be made in writing to the Headteacher at least 48 hours before the AGM. Only self-nominations are to be considered unless otherwise directed by the Headteacher / Director.
9. Voting on each subject is by the raising of hands unless at least ½ of members present request for a secret ballot.
10. Duly completed and executed proxy forms must be delivered to the Secretary of the PTA Committee at least 24 hours prior to the AGM.

Article 13 Extraordinary General Meeting

1. EGM is called:
 - By the PTA Committee
 - After a written request by ¼ of the members or ½ of the staff members which must contain the reasons and subjects of the summons. The Committee has the duty to hold the EGM within 15 days of receipt of the request.
2. During an EGM only the subjects stated in the written agenda are discussed
3. Voting on each subject is by the raising of hands unless at least ½ of members present request for a secret ballot

4. the decisions are by majority vote of the members present in person or by proxy. In case of a tie the Headteacher has the casting vote at the EGM.
5. Duly completed and executed proxy forms must be delivered to the Secretary of the PTA Committee at least 24 hours prior to the EGM.

Article 14 Committee

1. The PTA is governed by the committee which is elected annually in September at the AGM.
2. Only one family member is permitted to serve on the committee at any one time.
3. All post holders are elected by the committee at the first meeting of the newly elected committee.
4. The Committee executes the decisions made at the AGM, EGM, manages and directs the PTA and takes necessary measures to achieve its goals. It meets regularly at least once a month and also when the Chairperson / Headteacher or 1/4 of the committee members or ½ the staff members judge that it is necessary or useful. On the invitation to a meeting, which must be sent at least 7 days prior to the meeting, must appear the day, time, place and agenda.
5. A quorum is achieved when at least ½ the committee members +1 is present. After 15 minutes a quorum is reached if 1/3 of the members are present. Decisions are reached by majority vote. In case of a tie the Chairperson has the casting vote.
6. The Committee declares vacant the place of any member who resigns, stops or is absent from meetings on 3 successive occasions without reason. Any new member of the PTA will then be appointed by means of an election.
7. A position on the committee is vacated automatically if:
 - The member dies
 - She / He resigns in writing
 - Is unable to carry out his / her duties
 - Is convicted of a shameful or obscene crime
 - Is expelled from the PTA under article 10 (2) of the constitution.
8. The Committee or any member of the Committee shall not receive any fee for services provided as a member of the Committee. Committee members and any member of the PTA shall be entitled to reimbursement of any reasonable cost incurred provided this cost has been pre-approved by the Committee and is supported by an invoice/receipt.

Article 15 Election of committee

1. The committee consist of: two elected members from each Grade, two elected staff members and the Headteacher.
2. Election process:
 - a. A vote paper will be issued to each parent of a child in each Grade.
 - b. Staff members are entitled to one vote each to elect staff representatives.
 - c. After the voting is completed, counting takes place by the Chairperson, Headteacher and PTA Secretary. The candidates who have the highest number of votes are elected. In case of a tie lots are drawn. In case of written objections the Chairperson and Headteacher decide whether a re-election is necessary. The Director has the final decision if an agreement cannot be made.
 - d. The names of the candidates and the result of the vote are recorded in a book or in the record of minutes and is signed by the Chairperson.
 - e. Members of committee meet immediately after the elections to elect amongst themselves a Chairperson, Secretary and Treasurer.

Article 16 Chairperson

1. Any member of the elected committee can self nominate for the position of Chairperson.

2. The Chairperson presides over and directs the meetings of the committee. They supervise the operation of the PTA, and co signs each document with the Secretary and each cheque, the annual financial report with the Treasurer. The Chairperson and Headteacher will agree on the agenda for meetings and will both approve minutes of meetings. He / She, together with the Secretary, issues invitations to committee meetings, the EGM and AGM.

Article 17 Secretary

1. The Secretary keeps the following:
 - Correspondence files
 - A record of minutes of committee meetings, executive committee meetings, EGM and AGM for the last 5 years.
 - Records of members details
2. The Secretary, together with the Chairperson, issues invitations to committee meetings, EGM and the AGM. The Secretary writes all correspondence, sends invitations and minutes to Committee members, keeps the PTA stamp and co-signs each document with the Chairperson and Headteacher.

Article 18 Treasurer

1. The Treasurer keeps the accounts in which are written all transactions - income or expenditure – of the PTA.
2. Collects money giving a receipt and makes payments according with the decisions of the Committee.
3. Keeps a book of property and records of details of all PTA property.
4. Deposits income in the bank and withdraws money with the co signature of the president
5. Supplies details of the economic state of the PTA at the AGM, to the committee and also to the auditors, each time it is requested.
6. Co-signs with the Chairperson the annual financial report.

Article 19 Auditing of accounts

The AGM elects two auditors to audit the PTA accounts and to submit the relevant report at the AGM. The auditors cannot be members of the PTA committee.

Article 20 Amendments to constitution

1. Amendments to the constitution are decided upon at AGM or EGM which is called specifically for this purpose by members. It is called for by the written request and is accompanied by a list of proposed amendments. (see Article 13 (1) requesting an EGM.
2. The amendments to the constitution are decided by absolute majority vote of the members present who are eligible to vote. For the making of decisions for amendments to the aims of the PTA it is essential to have the agreement of $\frac{1}{4}$ of the present fee paying members and $\frac{1}{2}$ of the staff membership.
3. Each amendment is valid as soon as it is registered with the Inspector. An application by the administration must be made within two months from when the amendment was approved.

Article 21 Items not covered by the constitution

For each subject not covered by the constitution, the law or the rules, the Committee must make a decision. Affected members have the right to appeal at an EGM.

Article 22 Judicial and Extrajudicial representation

The PTA is represented in any court, Authority or association by the president, vice president, Secretary, Treasurer or any other member appointed by Committee and they commit the PTA by their signature.

Article 23 Right to vote;

Each member who has paid their subscription by the date of the AGM or the EGM has the right to a vote in each Grade in which they have a child. Voting must always be done using the issued ballot paper and must be declared using an authorised signature.

Article 24 Stamp

The PTA has an official stamp.

Article 25 Dissolution

1. The PTA dissolves when it is not possible to elect at least 10 committee members.
2. The PTA dissolves if the Headteacher and Director believe that the PTA is in conflict with the mission and aims of the American Academy or is in breach of the PTA constitution.
3. The PTA dissolves if it is decided at an EGM, which is called for especially for this purpose by the Committee after 1/3 of the members have submitted a written request to the Chairperson (see Article 13). The request must be accompanied by an explanation for the dissolution of the PTA.
4. The decision to dissolve is approved through a majority vote of eligible members for dissolution.
5. When the PTA dissolves for whatever reason, it comes into liquidation. After the paying off of debts, and the disposal of assets the clear capital which remains, goes to the school and if the school no longer exists then all money goes to the ministry of Education.

PTA Assets

The Assets of the PTA at the time of the approval of this constitution are as follows: