

THE PARENTS AND TEACHERS' ASSOCIATION OF ST. ANDREW HIGH SCHOOL CONSTITUTION

as approved by a Special General Meeting held on 17th February, 1971

SECTIONS 6 and 7 AMENDED at Special General Meeting held on 28th January, 1978

SECTION 5 AMENDED at Special General Meeting held on 20th January, 1982

SECTIONS 5 and 7 AMENDED at Special General Meeting held on
January 29, 2003

1. TITLE

The Association shall be known as "The Parents and Teachers' Association of Saint Andrew High School".

2. OBJECTS

The objects of the Association shall be:-

- (a) To foster co-operation between school and home for the welfare of the child;
- (b) To acquaint parents with teachers and with school rules and standards;
- (c) To encourage discussions and exchange view points in child training.

3. MEMBERSHIP

Membership of the Association shall be confined to:-

- (a) Parents or Guardians of children belonging to Saint Andrew High School;
- (b) Members of the Teaching Staff of Saint Andrew High School;
- (d) Honorary Life Members who shall be elected by the Managing Committee from time to time and shall be persons who have rendered outstanding service to Saint Andrew High School for a period of not less than three (3) years.

4. VOTES OF MEMBERS

At every Annual General Meeting and at every Extraordinary General Meeting each Member (except Honorary Life Members) shall be entitled to one (1) vote and if both Parents or Guardians be present at any such meetings then each shall be entitled to vote.

5. COMMITTEE

The business and management of the affairs of the Association shall be in the hands of the Committee of the Association who shall be elected by the Members of the Annual General Meeting of the Association. No person shall be appointed a Member of the Committee unless he is a Member of the Association. The Committee shall consist of Members made up as follows:-

- (i) President
Vice President
Hon. Secretary
Hon. Assistant Secretary
Hon. Treasurer

(the above five (5) Members being the officers of the Association).

- (ii) Twenty three (23) ordinary members of the Committee who shall be elected so that each member is the parent of two girl, together with nine (9) other parent representatives including the positions of Assistant Treasurer and Chairpersons for six (6) sub-committees of the Executive Committee.
- (iii) Four (4) Ex-Officio Members who shall be:-
 - (a) The Headmistress of Saint Andrew High School;
 - (b) Three (3) members of the Teaching Staff of Saint Andrew High School, nominated by the Headmistress.

Provided that the President or his/her nominee shall be the Association's representative to the Board of Governors of the School.

The Executive Committee may in their discretion co-opt any person to act as a Member of the Committee for such a time or for such purpose as the Committee may in their absolute discretion think fit. Eight (8) members shall constitute a quorum.

The President shall have power to ask for the resignation of any officer or member of the Committee who shall absent himself from two (2) consecutive Committee Meetings without prior leave of absence. Any such vacancy, and

in addition, any vacancy on the Executive Committee caused by any reason whatsoever may be filled, on a temporary basis, by the Committee from the members of the Association.

6. ANNUAL GENERAL MEETING

At each Annual General Meeting, all elected members of the Committee shall retire and shall be eligible for re-election, provided that no officer (see paragraph 5 (I)) shall serve in the same capacity for more than three (3) consecutive terms of office. Any officer may, however, be eligible for election to a different post at any time and shall be eligible for re-election to the original post after a period of one (1) year. The retiring members of the Committee shall remain in office throughout the meeting at which they retire.

7. SUBSCRIPTION AND ACCOUNTS

Subscriptions shall be such as determined by the Association in General Meeting and approved by a two-thirds majority of those present. All expenditure shall be subject to approval by the Committee. Proper accounts shall be kept by the Hon. Treasurer and shall be presented to the Annual Meeting for approval. Cheques shall be signed by any two (2) of the four (4) following:-

- (i) President
- (ii) Vice President
- (iii) Treasurer
- (iv) Headmistress

8. NOTICES

Notices of all General Meetings of the Association shall be given to Members at least two (2) weeks before such meeting, and shall be given by a notice, in writing, sent to each member by hand or mail.

9. AMENDMENTS TO CONSTITUTION

Amendments to the above Constitution shall only be made by a two-thirds majority of the Members present at a Special General Meeting called to vote on such amendments. Copies of the proposed amendment shall be sent to every Member with the notice of the Special General Meeting to be called, and shall be sent at least four (4) weeks before such Special General Meeting is held.