



"By hard work we prosper"

# Watershed College

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 Cambridge Assessment  
International Education

## WATERSHED COLLEGE

### PARENTS ASSOCIATION

#### THE PARENTS ASSOCIATION CONSTITUTION

EST. 02/ 2018

#### A1. Titles and Definitions

1. The term \*Parent' includes the student's parent or legal guardian
2. The Association, refers to the "Watershed College Parents Teachers Association", and hereafter referred to as the Association.
3. The Board refers to the Board of Governors of the College
4. The School Development Committee shall hereafter be referred to as the S.D.C, is a sub-committee of the Board of Governors, which has oversight of the activities and development projects undertaken by the PTA.
5. The Head of College shall hereby be referred to as the Principal
6. Watershed College hereafter referred to as the College
7. PTA- refers to the Parent's Teachers' Association
8. Definition of PTA Roles:
  - a) **Chairman** - The role provides leadership for the committee, sets the agenda for meetings and manages meetings in line with the agenda. The duties of the Chairperson shall include (but not limited to) convening and chairing all meetings of Parents Association and the Association Executive Committee. The Chairman (and the Secretary) shall ensure that the Executive committee shall meet at least four times a year. The role ensures that the business of the PTA is conducted in accordance with the wishes of the representatives of the PTA, to uphold the constitution of the PTA. As an Officer of the committee, the Chair will be one of designated signatories and will sign payments on behalf of the PTA along with other designated signatories.
  - b) **Secretary** – a key role that ensures the PTA runs smoothly and provides a link between Committee Members and the PTA, and between the PTA and the School. The Secretary deals with all the correspondence that the PTA receives and helps the Chair ensure that committee meetings run smoothly. As well as dealing with correspondence, following a committee meeting, the Secretary will need to make bookings and other arrangements for events. The Secretary will make arrangements for the Annual General Meeting (AGM) and help the Chair prepare the annual report. The Secretary may also be involved in co-signing payments on behalf of the PTA.

- c) **Treasurer** - A vital role in managing and controlling the funds the PTA raises. Treasurer plays an important part in maintaining up-to-date records of all PTA financial transactions. He/she prepares and report financial statements at PTA Meetings and would prepare a concise Financial Report for the Annual General Meeting. The treasurer issues receipts on behalf of the PTA and makes payments.

## **A2. Establishment of the PTA**

1. There is hereby established an institution to be known as Watershed College Parents Teachers Association which shall be a corporate body with perpetual succession having capable of suing or being sued.
2. This constitution of the PTA recognises that it is subservient to the constitution of Watershed College and in the event of any inconsistency between the constitution of the Watershed College and this constitution, it shall be void to the extent of the inconsistency.
3. The PTA recognises the supremacy of the Board of Trustees and the Board of Governors as enshrined in the constitution of the Watershed College in the running of the affairs of the College.
4. The membership of the PTA shall be the parents of the students of Watershed College.

## **A3. Membership of the Parent Association**

1. All parents and guardians of students of Watershed College, and teachers shall be members of the Association.
2. The parents, from among their number, shall elect a committee to work on their behalf from one year to the next.
3. School employees may not serve as members of the executive board or the nominating committee of the school's Parents Association but shall participate in the activities as set by the Parents Committee.
4. The committee may, for good reason exclude any person who may bring the Association and hence the College into disrepute.
5. If any member has their membership revoked for any reason, they may not rejoin the Association at a later date.

## **A4. Aims and Objectives of Watershed College Parent Association**

1. To promote and assist in the development and maintenance of the College
2. To assist in the social and intellectual development of College students
3. To build effective involvement, co-operation and partnership between parents, the Board, teachers and management.
4. To mobilize financial and material resources for the benefit of the College

## **A5. The Role and Responsibilities of the Parent Association**

Subject to the powers of the Trustees as set out in Section 4 of the constitution of Watershed College and the powers of the Board of Governors as set out in Section 8 of the Constitution, the PTA shall:

1. work in partnership with the principal, board and the whole school community for the betterment of the children in the school
2. support and empower parents to be active and involved in the best interests of their children's educational lives
3. form and organize strong parent support teams for the College's sport and culture teams both home and away.
4. promote the interests of the school and students at Watershed College, in co-operation with the board, principal, teachers and students
5. assist in the maintenance of College property and facilities in sound condition
6. facilitate the construction of buildings and facilities or alterations or repairs to existing infrastructure or equipment at the College
7. purchase equipment or materials for use by the College, and transfer ownership of purchased equipment or materials to the College
8. impose a levy in respect of every child enrolled at the College mainly for the purposes of infrastructural development or as determined by the PTA.
9. implement fundraising activities to meet financial needs of the Association/College
10. produce and submit to the principal and Board annual audited accounts of the Association
11. elect parent members to serve on the Executive and subcommittees of the Association
12. source sponsorship for school activities and projects
13. contribute to the Sales and Marketing and promotional activities of the College

#### **A6. Annual general meeting**

1. An Annual General Meeting (AGM) of the members of the Association shall be held annually by the 30<sup>th</sup> June for the purpose of:
  - a. confirming minutes of the previous general meeting
  - b. Receive and adopt the Chairman's report
  - c. Receive and adopt the Treasurer's report
  - d. Receiving the audited accounts of the PTA
  - e. Adopt budget proposal for the ensuing year
  - f. Debate any other issues of which due written notice has been given to the committee, 14 days before the AGM
  - g. Electing members of the executive committee as provided for in this constitution.
2. At least 21 days' notice of the date of the AGM shall be given, in writing, to the members of the Association. The notice shall include the agenda for the AGM.

1. Fifty members of the Association shall constitute a quorum.
2. In addition to the AGM the committee may call for a general meeting
  - a) To deliberate on any pertinent issues
  - b) If requested so in writing by at least 20% of the members. Such a meeting shall be held within 21 days of receiving such a request.

## **A7. VOTING AT AGM**

### **Voting at AGM**

1. Decisions of the meeting shall be by a majority vote of those present
2. Each member shall be entitled to a single vote on issues that are put to a vote
3. Every member who is unable to attend the meeting is entitled to appoint a proxy to vote and speak on his/her behalf and such a proxy shall be in writing, signed and submitted to the secretary before the meeting
4. Voting shall be by secret ballot or show of hands
5. In the absence of the chair or vice chairman, any member of the executive committee may chair the meeting
6. The secretary shall keep a record of all proceedings

## **A8. FINANCIAL YEAR**

The financial year of the Association shall be twelve months ending 31<sup>st</sup> December

## **A.9. MANAGEMENT OF THE AFFAIRS OF THE PTA**

The management of the affairs of the Association shall be vested in the executive committee constituted in terms of section **A9.2**

### **A.9.1 Membership of executive committee**

The executive committee of the PTA shall consist of –

- I. A minimum of eight and a maximum of twelve members elected in terms of section A9
- II. The principal and deputy principal who shall be ex-officio members
- III. The chair of the SDC shall be an ex-officio member

### **A.9.2. Election and Terms of Office of the Executive Committee**

- a. The members of the committee will be elected each year at the AGM of the Parent Association
- b. Only parents with children enrolled at the school shall elect the executive committee
- c. Nominations shall be in writing and shall be received at the College not less than five days before the date of the AGM
- d. If there are no more candidates than there are positions to be filled, the candidates shall be declared duly elected.
- e. If a poll becomes necessary, the election shall be by secret ballot
- f. If candidates receive equal number of votes, a decision shall be made through drawing of lots
- g. At the AGM all committee members step down, but they can be re-elected as long as they continue to be eligible to serve
- h. The Officers may hold the positions for a maximum of three successive years.
- i. At the AGM in order to ensure continuity 3 members shall continue to be executive members.
- j. The principal or SDC chair shall be the Returning Officer and will conduct the elections.
  - 1) Voting shall be by show of hands or by secret ballot at the discretion of the meeting: members with the highest votes shall be duly elected.
  - 2) The Returning Officer shall after the election, promptly announce the duly elected members.

### **B.1 Term of office**

The committee shall serve for one year that is from one AGM to the next.

### **B.2 Vacation of office by members of the executive committee**

A vacancy shall be declared for any of the following reasons:

- a) If for any reason an officer resigns
- b) Failure to attend 3 consecutive meetings without good reason
- c) Ceases to be a parent at the College
- d) Imprisonment without option of a fine
- e) If in the opinion of the committee a member becomes physically or mentally incapable
- f) In the event of a vacancy being declared the Committee may co-opt a parent until the next AGM

- g) Where a member has resigned from the committee, they may make a written request to rejoin. This application will be considered by committee members at the next meeting. The decision reached by the committee will be final. A written response will be submitted to the applicant within 14 days of this meeting.

### **B.3 Dissolution of the Committee**

The committee may be dissolved by the Board for any of the following reasons:

- a. Failure to comply with the provisions of this constitution or
- b. Theft or misappropriation of funds or
- c. Mismanagement of financial and material resources of the Association

Where dissolution of the committee takes place all resources and records of the Association shall be kept in trust by the Principal until a new committee is elected. A new committee should be elected within 120 days of the dissolution.

### **B.4.Ex-Officio Members**

- I. Shall be made up of parents' Form /Class representatives from each stream. Each Form/class shall have one parent or guardian, elected by the parents/guardians of that Form/class, as a representative on the Committee.
- II. In addition to the class representatives, the Principal and another representative of the school shall be ex-officio members of the Committee with no voting rights

### **B.5. 1. The Role of the Parent Association committee**

At its first meeting the committee shall elect by a simple majority, for a term of one year, officers of the Association, namely the Chairperson, Vice Chairperson, Secretary, Finance chair, Treasurer and Fundraising chairperson from amongst its members. In the event of a tie the matter shall be decided by the drawing of lots. The principal shall superintend over the election process.

- a) The committee is the executive arm of the PTA and is accountable to the PTA
- b) Manages and implements decisions made at the AGM
- c) The committee will manage and account for any funds collected or expended and present audited accounts annually
- d) To open and operate bank accounts, invest any surplus funds

- e) Recommend to the AGM a development levy
- f) Recommend to the AGM auditors or legal advisors
- g) Hold an AGM by 30<sup>th</sup> June every year
- h) To do all what is necessary for the advancement and attainment of the objectives of the PTA
- i) Fundraise and source for donations of support of any nature
- j) Ensuring that parents are consulted on issues which are pertinent to the entire parent body.
- k) Advise the Principal and Board on any matters relating to the College
- l) In line with the College Master Plan and SDC Annual plan, the committee will draw up annual plans for the activities of the Association
- m) At the annual general meeting (AGM) the committee will report to the parent body about its work.

#### **B.5.2. Subcommittees**

1. Within the PTA Committee, Subcommittees can be set up for particular tasks.
2. The subcommittees may also co-opt people to assist in their work.
3. The subcommittees may not make decisions; they remain at all times accountable to the executive committee.

#### **B.5.3. Committee meetings**

1. The Committee shall meet once a month on such date and time as agreed by the Chairperson.
2. Committee meetings shall be chaired by the chairperson or by the vice-chairperson in the absence of the chairperson. If neither is in attendance the members present shall elect a chair for the meeting.
3. Fifty percent of its membership shall constitute a quorum.
4. The Committee may, at its discretion, set up any sub-committee it deems necessary for specific purposes.
5. All decisions of the Committee shall be decided by a simple majority.
6. In the case of equality of votes, the Chairperson shall have the casting vote in addition to his or her ordinary vote.
7. The Secretary shall record the minutes of the meetings and enter in a minute book and a copy kept at the College, which shall be open for inspection by any member of the Association.
8. Meetings may be called outside of the agreed schedule of meetings. The Chairperson may call a special meeting of the Committee following written requests from any three Committee members.

#### **B.5.4. Volunteers**

1. Parents, friends and family members who wish to volunteer help to the Association in its activities without full membership of the Association shall be referred to as "Friends of the Parents Association".
2. Friends of the Association will have no vote in Committee decisions although their input and opinions will be considered by the Association.
3. All committee members and regular volunteers will agree to read, sign and abide by a Code of Conduct.

#### **B.5.5 Inspection of financial records**

Every member of the Association has right to inspect all books of accounts within a reasonable time after submitting a written request to the secretary of the Association.

#### **B.5.6. Fundraising for the School**

Fundraising for the College shall be for a specific purpose and will be done with the prior agreement of the Principal and the Parents Association Committee.

#### **B.5.7. Memberships/ Affiliations**

1. The Association will maintain membership to any bodies as prescribed by the laws of the country and CHISZ guidelines
2. All subscriptions prescribed shall be the responsibility of the Association

#### **B.5.8 Winding of the Affairs of the Association**

If a resolution is passed by at least 70% of the members for the dissolution of the Association, the committee shall discharge its duties and responsibilities and transfer all assets to the College.

### **C. Amendment to the constitution**

This constitution can only be amended through an AGM called for in terms of this constitution. Any amendment should be through a vote supported by two thirds of those present.

**JUNE 2021**

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