

# **STATUTE**

## **PARENT-TEACHER ASSOCIATION**

### **ST. JOSEPH SCHOOL – SLIEMA**

#### **1. NAME**

The name of the Association shall be “The Parent-Teacher Association, St. Joseph School Sliema”.

#### **2. OBJECTS**

The objects of the Association are:

- a. To promote and develop cooperation between the Community of the sisters of St. Joseph of the apparition, St. Joseph School, Sliema, Parents and teachers, in the best interest of the School and its pupils
- b. To liaise and collaborate with the School Authorities in matters likely to affect the common interests
- c. To carry out such activities as are conducive to the attainment of the objects of the association.

#### **3. ETHICS**

- a. The Association shall not interfere, directly or indirectly in the management of the educational affairs of the School; the association may, however, propose suggestions on such matters for consideration, and it shall be the responsibility of the School Authorities to take on such matters
- b. The Association shall not take part in any matter of a political nature.

#### **4. MEMBERSHIP**

- a. Membership shall be open to either both parents or to two guardians of any pupil who is receiving education at the School and to all academic staff serving at St. Joseph School Sliema
- b. No membership fee shall be levied but members shall be encouraged to help funds of the Association by voluntary contributions.

#### **5. HONORARY PRESIDENT**

The Honorary President of the Association shall be *ex officio* the Sister Provincial of the Malta Province.

## **6. COUNCIL**

- a. The Council of the Association shall be composed as follows:
  - i. The President who shall be the Head Teacher of the Senior School
  - ii. The Deputy President who shall be the Head Teacher of the Junior School
  - iii. Two members of the academic staff of the Senior School elected by the academic staff of the Senior school
  - iv. Two members of the academic staff of the Junior School elected by the academic staff of the Junior School
  - v. Six members who shall be parents and/or legal guardians elected by the parents and/or legal guardians, to serve on the Council
- b. For the purposes of Section 6 a. iii, iv, and v above, members shall be elected for two scholastic years, but such members shall be eligible for re-election.

## **7. POWERS AND DUTIES OF THE COUNCIL**

The Council is empowered to conduct any activity consistent with the provisions of the statute of the Association, and in particular it is empowered:

- a. to elect biennially from amongst its members the following officials:
  - Chairman/Chairperson
  - Deputy Chairman/Chairperson
  - Secretary
  - Assistant Secretary
  - Treasurer
  - Assistant Treasurer;
- b. to appoint a Fund-raising Committee and other such Committees as the council may determine from time to time
- c. to prepare the report of the association and the Treasurer's report for submission to the General Meeting
- d. in the case of a vacancy on the Council, to co-opt a parent or guardian on the basis of the number of votes obtained in the General Election last held
- e. to appoint a member of the Association to be the legal representative of the Association
- f. to open a Bank Account, the operation of which shall be the joint responsibility of the Treasurer and the Secretary, or the Treasurer and Chairperson.
- g. to co-opt, at its discretion, a school employee to be a member on the Council and act as a liaison between the school, the fundraising committee and the Council. This person would not have voting power.

## **8. PROCEEDING OF THE COUNCIL**

- a. The quorum of the Council's meetings shall be seven, three of which shall be representatives of parents or legal guardians and at least one Head Teacher
- b. No decision may be taken at any meeting, unless a quorum is present

- c. In view of the difficulty of having a quorum at Council meetings, meetings can proceed if at least one Head teacher, an Assistant head who is not a member in her own right representing the excused Head teacher, one teacher representative from either section and two parents are present. However, no major decisions may be taken at such meetings
- d. Decision of the Council shall be made by a majority of the members present and voting
- e. The Chairperson shall have a right of casting vote, whenever the number of votes cast is equally divided
- f. Meetings of the Council shall be held:
  - i. At least once every quarter
  - ii. Whenever considered necessary by the Chairperson.

<b>9. POWERS AND DUTIES OF THE COUNCIL OFFICIALS</b>
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- a. **PRESIDENT.** She shall:
  - i. Be ex officio the Head Teacher of the Senior School
  - ii. Preside over General Meetings
  - iii. Arrange for a meeting of Senior School academic staff to elect two representatives to serve on the Council of the Association
  - iv. In the absence of the President, due to extraneous circumstances or otherwise, an Assistant Head of the Senior School will represent the Head Teacher at Council meetings and/or the AGM. She will have the right to vote. However, duties of President will still fall upon the Deputy President.
- b. **DEPUTY PRESIDENT.** She shall:
  - i. Be ex officio the Head Teacher of the Junior School
  - ii. In the absence of the President, preside over General Meetings
  - iii. Arrange for a meeting of Junior School academic staff to elect two representatives to serve on the Council of the Association
  - iv. In the absence of the Deputy President, due to extraneous circumstances or otherwise, an Assistant Head of the Junior School will represent the Head Teacher at Council meetings and/or the AGM. She will have the right to vote.
- c. **CHAIRPERSON.** He/She shall:
  - i. Convene meetings of the Council
  - ii. Preside at meetings
  - iii. Sign minutes of the Council, after approval of the Council
  - iv. Submit the annual report on the activities of the Association and when approved by the Council, present it to the Annual General Meeting
- d. **SECRETARY.** He/She shall:
  - i. Call meetings at any time as may be authorised by the Chairperson
  - ii. Send notice of meetings and agenda to all Council members
  - iii. Keep minutes of all meetings of the Council and General Meetings
  - iv. Implement decisions of the Council
- e. **TREASURER.** He/She shall:
  - i. Be personally responsible for all the funds of the association

- ii. Keep a detailed account of all income and expenditure in books of account, which books shall be always available for inspection by members of the Council or persons delegated by the Council
  - iii. Operate the Bank Account of the Association jointly with the Secretary or Chairperson
  - iv. Prepare an annual report showing a detailed statement of income and expenditure covering the activities of the Association during the previous year. The report is to be signed by the Treasurer and certified and signed by two members of the Association, (not being members of the Council), appointed by the Council for the purpose.
- f. **DEPUTY CHAIRPERSON.** He/She shall:
- i. Preside at the meetings in the absence of the Chairperson
  - ii. Take over the Chairperson's duties if the latter is unable to do so, or resigns.
- g. **ASSISTANT SECRETARY.** He/She shall:
- i. Help the Secretary
  - ii. Take over the Secretary's duties in his/her absence.
- h. **ASSISTANT TREASURER.** He/She shall:
- i. Help the Treasurer
  - ii. Take over the Treasurer's duties in his/her absence.
- i. **SISTER SUPERIOR OF THE SLIEMA CONVENT.**  
 In view of Section 2 Clause a.,  
 The Sister Superior of the Sliema Convent will be invited to attend the Council meetings and the AGM as a representative of the Sisters of St. Joseph of the Apparition. She will have no vote. Her attendance or absence will not affect the proceedings of the Council.

<b>10. FUNDS</b>
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The funds of the Association shall be from:

- a. members' voluntary contribution
- b. voluntary donations by members and/or benefactors
- c. the fund-raising activities approved by the Council. The funds of the Association shall be deposited into a Bank to be determined by the Council
- d. the funds shall be spent for the educational benefits of the pupils.

<b>11. GENERAL MEETINGS</b>
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- a. The quorum at the General Meeting of the Association shall be 51% of all the members of the Association in person. In the absence of a quorum, the General Meeting shall start 15 minutes later than the announced time for the meeting, when the members present shall form a quorum
- b. Any amendments, additions or deletions to the Statute of the Association shall require approval of not less than 75% of the members of the Association present at the General Meeting

- c. i. Amendments to the Statute and nominations of parents/guardians for election to the Council of the association shall be forwarded to the Secretary, not less than two weeks before the General Meeting
- ii. The Secretary shall circulate such amendments to the Statute, and/or nominations of parents/guardians for election not less than one week before the General Meeting
- d. *When voting for approval or disapproval of amendments to the Statute, members shall be entitled to one vote. Voting shall be by show of hands, or in such other way as may be determined at the General Meeting.*
- e. *Voting for election of parents/guardians to sit on the Council may be done as follows:-*
  - I. Members shall be entitled to vote on one Ballot Sheet provided by the PTA. Members shall indicate their choice of parents/guardians by ticking the names of six (6) parents of their choice from the list of nominations on the Ballot Sheet.
  - II. Ballot Sheets with the PTA stamp and verification shall be circulated to all members by one week before the AGM either by child mail or by post. Parents will receive a notification by email.
  - III. Ballot Sheets must be returned to school in an envelope addressed to the PTA Secretary by not later than noon, two (2) days before the AGM.
  - IV. The Ballot Sheets shall be opened by Council Members and by at least two parents/staff who will act as tellers to count the votes. Tellers must not be contesting the election.
  - V. The result of the election shall first be announced during the AGM and then to all parents/guardians/staff by email.
- f. At the General Meeting, any kind of business compatible with the provisions of the Statute shall be discussed and decided upon. One General meeting is to be held every other scholastic year towards the end of October or as early as possible in that scholastic year for the purpose of:
  - i. Approving the Chairperson's report and the Financial Report
  - ii. Electing members, on a biennial basis, from amongst the parents and/or guardians to sit on the Council for the next two scholastic years
- g. Notice for the General Meeting shall be not less than three weeks
- h. An Extraordinary General Meeting shall be called at the request of not less than forty (40) parents, provided that only one of the parents or guardians of each family shall be taken into account for determining the number of parents required to call such a meeting.

<b>12. WINDING UP</b>
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In the case of winding up of the Association, the Chairperson, Treasurer and Secretary of the last Council of the Association shall be responsible:

- a. To prepare a detailed statement of the financial affairs of the Association, including all assets and liabilities within fifteen days after the decision for winding up has been taken
- b. To hand over assets, all documents and records by not later than thirty days after the decision for winding up is taken, to the Head teacher of the School, who may, after a period of three calendar months, dispose of the assets handed over at the discretion of the School Authorities.

(As ratified at the General Meeting)

9<sup>th</sup> November 2016