

The Governing Constitution and standing orders of the Parent Teacher Association of Najude Pioneer School

Unguwar Najude, August 2008

Headmistress' remark

The parent-teacher association is an association of all parents, guardians and teachers of pupils in our school that come together with a constructive idea to see to the welfare and progress of the school.

The PTA has evolved into an association to be reckoned with because of its genuine interest in helping the school. Also, the association helps in setting the tone of the school by ensuring that the machinery of the administration of the school functions smoothly and without hindrance. The PTA also ensures the discipline at school and at home and above all encourages the attainment of high standards and ideals in the school.

The parents and their personal level have a vital role to play in the proper conduct of their children at school. Below are some tips:

1. The parents should endeavour to pay an unscheduled visit to school to see their children.
2. Ensure that after school hours, you check your child's book, to give you an insight of what he/she has learned in school on the respective day.
3. Ensure the provision of all text books, all relevant school materials, pay your child's school fees and all PTA dues promptly.
4. Make sure your son returns home after school.
5. Discourage your child from joining any club or association that is not recognized by the school authority like cultism, etc.
6. Pay routine and regular visits to your child's teacher to assess his/her progress.
7. Encourage the school authority to discipline your child if found necessary.
8. Encourage your child's teacher to be of good behaviour.
9. Make sure that your child is allowed and encouraged to practice his/her religion at school at the prescribed period.

Lastly, I would like to use this medium to remind the parents that the only legacy we can leave behind is sound education.

Yours, Rita Muolokwu (Headmistress NPS)

Preamble

Desirous of procuring and sustaining promotion and continuity of sound, meaningful and qualitative education for the students of NPS, we, the parents/guardians and teachers of the students hereby jointly and severally agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians, sponsors and teachers of registered pupils in NPS.

We solemnly bind ourselves not to involve the association into partisan politics at any or all of its levels at any time whatsoever.

Article 1 – Name

The organization shall be known and called the „Parent Teacher Association NPS”, otherwise known as PTA NPS, hereafter referred to as the „association”.

Article 2 – Location

The office of the association shall be c/o office of the Headmistress of NPS.

Article 3 – Aims and Objectives

The aims and objectives of the association shall be:

- a) To provide the platform for parents, guardians, sponsors and teachers of students of NPS to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education/learning in NPS with appropriate agencies.
- b) To cooperate with and support morally and financially the organization, officials, teachers and others to achieve a high standard of academic performance, discipline, morality, service and integrity in our school.
- c) To foster mutual understanding, harmonious relationship and cooperation among parents, guardians, sponsors and teachers in the fulfillment of their common aim, the welfare of the school and the pupils/students therein.
- d) To make for a healthy and sympathetic understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for the reception of the same.
- e) To infuse into the children a sense of security through regular discussion of the issues that may affect their academic performance and general welfare.
- f) To ensure stable uniform and high standard of discipline both at home and at school.
- g) To enable the teaching staff to have greater insight into the background of their students'/pupils' difficulties, problems and emotional disturbances, so that they could be understood with a high degree of consideration, sympathy and love.
- h) To assist materially and otherwise in providing the school with such additional requirements that will enable it to carry out its educational functions adequately.

- i) To encourage regular visits to the school by parents and guardians to see their children at work and at play, with a view to familiarizing themselves with the aims and objectives of the school.
- j) To assist in the proper and all-round development of the children physically, morally, socially, mentally and academically, so that they may grow up to become useful and law-abiding members of the society.

Article 4 – Membership of PTA, Qualification

Membership of the association shall be open to

- a) Parents, guardians or sponsors whose children, wards or beneficiaries attend school in NPS. Such participation shall be non-political, non-religious and non-tribal.
- b) Any person who is a member of the teaching staff of NPS.

Article 5 – Determination of Membership

- a) Any parent/guardian or sponsor who no longer has a child, a ward or a beneficiary in NPS or any teacher who is no longer a member of the teaching staff of NPS ceases to be a member of the association.
- b) Any office holder of the association who goes into or intends to or is invited to or elected into partisan politics shall resign his PTA post or be requested to resign and vacate his post. Under no circumstances shall anyone involve the association into partisan politics.
- c) For all purposes except holding elective offices or taking part in the day-to-day administration of the association, parents, guardians, sponsors or teachers of children or wards referred to above may continue to identify themselves with the noble aspirations of the association by rendering both moral and financial support to it from time to time and they shall be referred to as „Honorary Members” provided the PTA so agrees.

Article 6 – Registration

Each parent or guardian shall register into the membership of the PTA by paying a PTA registration fee of Naira 300 per annum.

Article 7 – Officers

A) Office of the association (elective office)

- 1. Chairman – a parent within the school location
- 2. Vice-Chairman – a parent within the school location
- 3. Secretary – a teaching staff
- 4. Assistant Secretary – a parent
- 5. Treasurer – a parent within the school location
- 6. Financial Secretary – a teaching staff

7. Auditor – an external parent
8. Ex-officio – the headmistress
9. Internal Auditor – a teaching staff
10. PRO – a parent within the school location

B) Disciplinary Committee

- a) There shall be a disciplinary committee of the school PTA which shall be compromised by the chairman and five other members.
- b) The committee shall adjudicate on all matters of misdemeanor, breach of the constitution or any other serious offence by any member to the PTA, and shall recommend such punishment as may be necessary.
- c) The committee shall report its findings to the executive council which shall make its findings known to the affected person/persons with the necessary discipline.

Article 8 – Election of Officers and tenure of office

- a) All officers of the association shall be elected by popular ballot at the bi-annual general meeting and shall hold office for three years. They may be re-elected for another term of three years.
- b) Any vacancy occurring in the executive council of the association before another election may be filled by a special general meeting provided that the chairman on the advice of the executive members may appoint any member to fill such a vacant post until a substantive holder is elected.
- c) In the event of any officer vacating his office before or due to another election, he shall immediately hand over the properties of the association to the chairman or any of the executive council members. The association shall be in order to seek police assistance, where such vacating officer refuses to hand over the properties.
- d) The headmistress and two parents/guardians shall be the electoral officers. They shall elect an independent returning officer who shall thereafter have no vote at the particular meeting except where there is a tie.

Article 9 – Duties of officers

1. The chairman

- a) Shall preside over all meetings of the association.
- b) Shall call a special meeting of the association within 30 days of the receipt of a written request submitted by at least one-third of the total executive officers of the association.
- c) Shall have one casting vote.
- d) Shall present an annual report at the end of each school year.
- e) Shall be the accounting officer to the association.

2. The vice-chairman

The vice-chairman shall act for the chairman in the absence of the latter and perform such other duties as may be assigned to him by the chairman.

3. The secretary

- a) The secretary shall convene all general executive meetings on the orders of the chairman and shall take or caused to be taken the proper books provided for the purpose, and he shall write the minutes of the executive and/or general meetings.
- b) All the circular letters or any notice shall be passed through the children to the parents/guardians.
- c) He shall do all duties incidental to his office.
- d) He shall hold an imprest account not more than Naira 2000.

4. The treasurer

- a) Shall receive and pay promptly (not later than 48 hours) into the association's account all monies received for and on behalf of the association.
- b) Shall hold and imprest account of not more than Naira 1000.
- c) Shall pay only bills covered by written order signed by the chairman and supported by the meeting (General, Executive or Emergency) where such an expenditure was approved.
- d) Shall render an annual report at the end of each school year.

5. The Financial Secretary

- a) Shall be responsible for the collection of any money or funds as authorized by the association.
- b) Shall surrender all money collected to the treasurer within 48 hours of collection.

6. The Internal Auditor

An internal auditor who shall be a member of the executive and who as much as possible shall be professionally qualified shall be appointed.

Article 10 – Meeting (General)

- a) The school PTA shall hold general meetings regularly, and the number of general meetings shall not be less than twice a year.
- b) The executives of the association shall meet regularly to discuss issues of interest and take necessary decisions in the overall interest of the association.
- c) An emergency meeting of PTA may be convened at the request of not less than one-third of the members of the association.

Article 11 – Sources of Finance

1. The PTA shall operate a Bank account with a recognized Bank in Nigeria. All approved expenditures must be properly vouchered and signed for with receipts during disbursements.

- a) Registration Fee: Naira 500 per parent or per child per school career
- b) Termly due per each student/pupil
- c) Donations from well-wishers

- d) Proceeds of organized social activities like launching, etc.
- e) Returns and/or profits from investment
- f) Agreed levies for specific projects as approved at properly constituted general meetings called purposely for such project.

2. Signatories to the PTA bank account

The chairman, the treasurer and the financial secretary shall be the signatories to the account of the PTA with not less than two persons to sign on any official transaction.

3. Mode of collection of the association's funds

The following rules shall govern the collection of money

- a) Collection should be carried out during general meetings, during students/pupils registration or payment of school fees.
- b) The treasurer and the secretary may assist the financial secretary in the collection of PTA moneys.
- c) For all moneys received on behalf of the PTA there must be receipts.

Article 12 – Areas of involvement of the association

1. The main areas of the association in assisting the school to successfully execute its education programs shall include provision of the following:

- a) School transport
- b) Sport equipment
- c) Musical sets
- d) Water tanks and sources of water
- e) Renovation of existing facilities, provision of seats etc.

2. Areas for individual members'/well wishers' practical assistance to the school

Apart from financial donation for the fund of the associations' projects, members of the PTA or any well wisher can come to aid the school in the following areas:

- a) Rendering of professional assistance in one's area of professional jurisdiction to the school.
- b) Traders can supply the school with light materials like plastic bowls, buckets, refuse bin, hand-towels, cleaning materials, etc.
- c) Some members in particular can accept responsibilities for the provision of light refreshment on open days, prize-giving or sport days.
- d) Provision of books or other material for prize-giving or for use in libraries.
- e) Donation of trophies and cups for sports and athletes, etc.
- f) Arrangement for recreation, during holidays, excursion to industries, factories, and other interesting places. Picnics can also be considered.

Article 13 – Rules and Regulations

These rules and regulations are made to amplify the constitution of the association and not to derogate from it. They shall therefore be read subject to the constitution.

- a) Each member must attend general meetings unless a member has a sound reason that will hinder him.
- b) All the members must register and pay their registration fees in time.
- c) Termly due of Naira 100 per child should be paid in the first week of resumption, each term.
- d) Parents/guardians have to visit their children at least once a month (boarding). In the case of children who are living on their own, the parents/guardians shall visit them as much as they can.
- e) Parents/guardians should endeavour to provide uniform, sandals, socks, writing materials, etc. when necessary.
- f) Parents/guardians should channel their problems and complaints to the PTA chairman or executive council members before reaching the school management or teachers.
- g) General meeting time i.e. 3 pm shall be obeyed by all the members of the association.
- h) Executive meetings shall be done at afternoon time, not in the night.

Article 14 – Procedures at meeting

- 1. Address made: While the business of the meeting is on, every member shall address the chair, and no member shall rise to speak, unless he is so permitted by the chairman.
- 2. Members coming late: A member who comes late to a meeting shall quietly find himself a seat without disturbing the orderly nature of the meeting.
- 3. Offences at meeting: It shall be an offence and a contempt of the association for a member at a meeting:
 - a. To speak without the permission of the chairman.
 - b. To engage either alone or with other members in side talk while a meeting is on.
 - c. To address the chair or another member in any manner calculated to be abusive or provocative while the business of the meeting is still on.
 - d. To do anything or exhibit any behaviour that may prevent the orderly conduct of the meeting.
- 4. Penalties: Any member of the association who commits an offence shall be liable to a token fine for the first offence, may be ordered out of the meeting if he persists with the offence, and shall have his case referred to the disciplinary committee for a more serious punishment if he is a habitual offender, subject to the discretion of the chairman.

Article 15 – Dissolution

- a) The executive of the PTA in NPS shall be dissolved and stands dissolved respectively at the end of the third year in office.
- b) In the event of the chairman failing to call a general meeting for the purpose of dissolution, one third of the member shall have the right to call the meeting by signing

a request for the summoning of the meeting which shall dissolve the execution and elect new officers.

Article 16 – Amendment

Amendment to this constitution shall be after three years of its approval except where the executive finds the need absolutely necessary.

General meeting or a special meeting (called for the purpose) shall have power to alter, vary, repeal, add to or amend all or any of the provision of this constitution provided two thirds of members are present and pass a substantive motion in support of the said amendment.

Article 17 – Repeal

This constitution repeals and replaces all previous constitutions of the Parent-Teacher Association (PTA) of Najude Pioneer School.

Constitution Committee

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2. Mr. Tony Akang
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Writer

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Edited and approved by

The Headmistress of NPS

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