

CALVARY LINK ACADEMY PARENTS/ TEACHERS ASSOCIATION

PREAMBLE: For any organization to function effectively there is the need to draw up rules and regulations which member of that must adhere to.

These by-laws therefore seeks to lay down procedures for the running of the **CALVARY LINK ACADEMY PARENTS/ TEACHERS ASSOCIATION**

It is expected that all Parents/ Teachers would endeavour to abide by this constitution.

ARTICLE 1:

The association shall be known and called Calvary Link Academy Parents/ Teachers Association

ARTICLE 2:

1. Membership shall be compulsory
 - a) Persons qualified to be members are;
 - i. Parents / Guardians of wards currently in the school.
 - ii. Teacher of the school
 - iii. Management members of the school
 2. Decisions duly taken by the association shall be considered decision jointly taken by all parents, guardians, management members and shall therefore be binding on all members of various parties in the association.
All decision is taken democratically.

Duties:

- b) Members shall
 - i. Attend meetings and activities of the association
 - ii. Pay a term dues per parent, GH¢10.00
 - iii. Respect the decisions of the association to the latter

ARTICLE 3:

The aim and objectives of this association shall be to

- i. Bring together all parents and guardians who have their wards at CALVARY LINK ACADEMY to deliberate on matters of mutual concerns.
- ii. Foster cordial relation among parents, guardians and teachers of the School
- iii. Seeks the welfare of the children and the teachers of the school
- iv. Projects the image of the school through specific programmes and projects aimed at giving a good public image to the school.

ARTICLE 4:

The association shall be governed by a body called the executive council

GOVERNANCE AND GOVERNANCE STRUCTURES

1. The executive council shall consist of a
 - i. Chairman/ chairperson
 - ii. Vice Chairman/ Chairperson.
 - iii. Secretary
 - iv. Financial secretary/ Treasurer
 - v. Organizing secretary
 - vi. Two (2) ordinary members

This position shall be filled only through election

ARTICLE 5:

1) CHAIRMAN/ CHAIRPERSON

The Chairman shall

- a. Preside over (Official/ Unofficial) meetings and shall be responsible for the orderly and proper conduct of proceedings at all such meetings unless otherwise provided for by this constitution.
- b. In consultation with the secretary convene
 - i. General meeting
 - ii. All other constitutionally mandated meetings.
- c. In consultation with the executive council, decide whether a proposed motion, resolution or amendment of this constitution or an accepted practice by the association is in order.
- d. Have the power to adjourn a meeting
 - i. On the basis of a lack of quorum
 - ii. In consultation with the executive council members, postpone a meeting on an acceptable grounds.

2) THE VICE CHAIRPERSON/ CHAIRPERSON

In the absence of the Chairman/ Chairperson, the Vice Chairman/ Chairperson shall act and assume all the powers of the Chairman/ Chairperson for the performance of the functions of that capacity only.

3) THE SECRETARY

- a. The secretary shall
 - i. Be a staff from the school
 - ii. Be in charge of all correspondence and other related matters concerning the association.
- b. Send notices, circulars and any other information requested by the constitution to be conveyed to members.
- c. Be responsible for such administrative functions as determined by this constitution.
- d. Prepare and present for amendment minutes of all meetings previously held at next ensuring meetings.
- e. Keep records of all activities of the association

4. THE FINANCIAL SERETARY

The financial secretary shall be appointed to act as secretary for meetings in the absence of the substantive one

- a) The financial secretary shall
 - I. Keep proper accounts of all financial transactions entered into the association
 - II. Keep all such records as shall be appropriate for the effective performance of his/her duties.
 - III. Prepare and give financial reports at every executive/ general meetings or upon request with reference to a specific project
 - IV. Authorize the use of cash unless otherwise provided by this constitution
- b) The school shall receive dues paid by members and issue out receipt on behalf of the financial secretary.

4) ORGANIZING SECRETARY

- a) The organizing secretary shall
 - i) Ensuring that the designated location for all meetings or functions organized by the association is properly prepared and made ready for the said purpose.
 - ii) Maintain law and order at meetings

ARTICLE 6: ELECTIONS

- a. General elections shall be held every two years to elect executive members
- b. In the case of an officer resigning or being removed from post, the executives shall nominate two officers and one shall be approved by two thirds majority of the members at a meeting to act for the rest of the term
- c. Two ordinary members of the executive council shall be ex-officio members.
 - i. They shall be called only to participate in meetings of the executive council when their expertise or advice is warranted on particular subject.

MODE OF ELECTION:

- i. Officer(s) of the association shall be democratically elected, balloting shall be the means of selecting for executive council members as well as other office holders
- i. A candidate standing for an election shall be nominated by a member of a good standing and seconded by another member at a meeting called to elect officer(s) of the association

A member is in good standing if.....(He /she attend meetings regularly, pay dues often, commitment to the rules and regulation and comport him/her during meetings)

With the chairmanship slot, the candidate with the second largest vote becomes the vice chairperson.

- ii. A winner shall be declared if a candidate in any particular contest had 50% + 1 of the vote cast and that candidate shall be a winner of that particular contest.
- iii. In an instance of a non-attainment of a simple majority by any of the candidates, there shall be another ballot cast to determine the winner between the two top candidates in terms of votes received.
- iv. In case of a misunderstanding resulting from the voting process, voting shall be re-run for that position to resolve the differences.

ARTICLE 7: DURATION OF OFFICER(S)

The officer(s) elected shall hold office for a two year term and shall be allowed to run for a second term unless otherwise provided

ARTICLE 8: MEETINGS

Meetings of the association shall be

1. Executive meetings
2. Emergency meetings
3. General meetings

EXECUTIVE MEETINGS: shall be called prior to every general meeting and also any specific motion on which council needed to deliberate.

EMERGENCY MEETINGS: shall be called in response in petitions presented to executive council by more than a half of the members of the association requesting for such an action.

- a) This meeting shall be called within ten working days upon receipt petition.
- b) An emergency meeting may also be called if it is so determined by the executive council on reasonable grounds.

GENERAL MEETINGS: shall be held

- a) Once in a term
- b) As otherwise provided by the constitution.
- c) The general meeting shall discuss all and every issue that affects the school. Every parent shall be invited for the meeting.

ARTICLE 9: REPRESENTATION AT THE MEETING

A member who for any reason is not able to attend the general meeting shall be duly represented by another who is of sound mind and above eighteen (18) years of age.

1. Any parent or representative who is late to a meeting shall pay a fine of GH¢2.00 subject to constitutional review
2. A quorum of half of the member of the constitution if attained can cause the commencement of a general meeting

ARTICLE 10: FINANCE

- a. The association shall derive its funds from dues, donations, silver collection, contribution from members, well-wishers any other means determined by the executive council or the association.
- b. All expenditure shall be authorized by two-thirds majority of the executive council.
- c. All funds of the association shall be lodged in account with the bank
- d. Properties of the association shall be vested and ministered by the executive council for and on behalf of the association
- e. Funds shall be used only for the purposes approved by the executive council and shall be accounted to the association in full details.
- f. The financial year of the association shall be the same duration of the academic year

- g. The executive council shall prepare and present an account on every financial year to the association.
- h. All cheque drawn on the account of the association shall be countersigned by the chairman/ chairperson, financial secretary, the Headmistress. However, any two of the signatories can sign for any of transaction.

ARTICLE 11: DUES

- A) Dues to be paid by the members of the association shall be determined and reviewed by the general meeting.
- B) Monies once paid to the association are not refundable

ARTICLE 12: IRREGULARITIES

- a) An executive shall cease to portray and perform the functions of the said office is
 - i. Without permission refuse to perform the functions of the office
 - ii. Suspended by the association
 - iii. Under any form probe by the association unless cleared officially or unless declared officially by the investigating body.
 - iv. Has conducted himself in a manner that betrays the ideals of the association which include:
 - Embezzlement of funds
 - Appropriation of funds
 - Engaging activities that will cause financial loss to the association

b) ABSENTEEISM FROM P.T.A MEETINGS

A member who absents him/ herself from any P.T.A meeting without permission and a representative shall be fined an amount of GH¢5.00 subject to constitutional review- failure to pay the amount may lead to severe consequence determined by the executive council.

ARTICLE 13: WITHDRAWAL

Parent who wish to enrol wards by this constitution;

- a) Wishing to redraw your ward(s) you are bound to settle all debts
- b) Failure to settle all debts will lead to persecution at law court.

ARTICLE 14: AMENDMENT

This constitution is subjected to amendment only on the following grounds;

- That any part of it is not in consonant with the constitution of the Republic of Ghana, that part shall be amended to so reflect the laws of the land to which it breached.
- That any part by virtue of a change or position on a particular subject modality, practically or applicability has been rendered ineffective or unenforceable
- That it has been agreed by the general meeting that an addition and or subtraction to a particular clause or the entire constitution shall serve the betterment of the association

