

Layman E. Scott Sr. High School

Parent Teacher Association

Constitution

BE A PARTNER
A VOICE
INVOLVED

In Your Child's Education

ARTICLE 1. NAME

The name of the Association is the Parent Teacher Association of the Layman E. Scott Sr. High School, hereafter called the Layman E. Scott Sr. High School Parent Teacher Association.

ARTICLE 2. OBJECTIVE

The Objective of the Association is to advance the education of the pupils in the School and to provide for collaboration between Parents and Teachers toward the progress and success of each student.

In furtherance of this objective the Association may:-

- (a) Develop more extended relationships between the staff, parents and others associated with the School. The united efforts of whom will secure for all children the highest standards in physical, mental, social and spiritual education.
- (b) To help both parents and educators to recognize the significant part they play in furthering the purpose and in maintaining the standards of the School.
- (c) Provide and assist in the provision of such facilities or items for education at the School (not provided by the Education Department) as the committee in consultation with the School and the Education Department shall from time to time determine.

ARTICLE 3. POLICIES

- (a) The Association shall be non-party political and non-sectarian.
- (b) The Association shall work with the school to provide quality education for all children and shall seek to participate in the decision making process establishing School policy, recognizing that the legal responsibility to make these decisions has been delegated by the Education Department to the Principal.
- (c) The Association may co-operate with other organizations and agencies concerned with child welfare, but persons representing the Association in such matters shall make no commitments that bind the Association.

ARTICLE 4: MEMBERSHIP

- (a) Every parent or guardian who has a child attending Cayman Brac High School shall be a member of the Association.
- (b) Each member of the teaching staff shall be a member of the Association.
- (c) Each member of the Association shall pay annual dues of \$2.00 per meeting or \$25.00 per year to the Association to help defray administrative cost.
- (d) The Association will conduct an annual enrollment of all members, but members may be admitted to membership at anytime.

ARTICLE 5: OFFICERS AND ELECTIONS.

- (a) Each officer shall be a member of the Association.
- (b) The officers of the Association shall consist of a President, Vice-President, Secretary, Vice-Secretary, Treasurer and Vice-Treasurer.
- (c) Officers shall be elected to serve for ONE year, but are eligible for re-election.
- (d) A vacancy in the office of the President shall be filled for the remaining term by the Vice-President. The vacancies in other officers shall be filled through election from the Executive Committee notice of such election having been given.

ARTICLE 6. RESPONSIBILITIES

- (a) The President shall; preside at all meetings of the Association and of the Executive Committee; shall perform such other duties as may be prescribe in these by-laws or assigned him/her by the Association or by the Executive Committee; shall be an ex-officio member of all committees and shall coordinate the work of the officers and committees of the Association in order that the objectives may be promoted.
- (b) The Vice-President shall act as an aid to the President in the absence or inability of that officer to act. The duties of the Vice-President shall be determined by the Executive Committee.
- (c) The Secretary shall record the minutes of the Association and of the Executive Committee.
- (d) The Treasurer shall have custody of all funds of the Association, shall keep a full and accurate account of receipts and expenditures in accordance with the budget adopted by the Association and shall make disbursements as authorized by the President, Executive Committee or Association. All cheques shall be signed by the Treasurer and one other of the Officers.
- (e) The Treasurer shall present a financial statement at every meeting of the Association and at other times when requested by the Executive Committee, and shall make a full report to the meeting at which new officers assume duties.
- (f) All officers shall perform duties outline in these By-laws and assigned from time to time deliver to their successors in office all books, records and documents no later than ten (10) days following the completion of their term or assumption of office by their successors.

ARTICLE 7. EXECUTIVE COMMITTEE

- (a) The Executive shall consist of the six (6) officers of the Association, the Principal, the teachers' representative, the former PTA President (as ex-officio members) and the _ directors elected from the membership.
- (b) The duties of the Executive Committee shall be:-
 1. To transact necessary business in the intervals between Association meetings and other such business as may be referred to it by the Association.
 2. To create standing and special committees
 3. To approve the plans of work of the special committees
 4. To present a report at the regular meetings of the Association.
 5. To select an audit committee to audit the treasurer's report
 6. To prepare and submit to the Association a budget for the year.
 7. To approve routine bills within the budget
- (c) Regular meetings of the Executive Committee shall be held during the year, the time and place to be fixed at the first meeting of the year. The majority of the Executive Committee members shall constitute a quorum. Special meetings of the Executive shall be called by the President of a majority of the members of the Executive Committee.

ARTICLE 8. MEETINGS

- (a) The Association will meet once per month . Dates of the meetings should be announced at the first meeting of the year and reminders 3 days prior to the day of the meeting.
- (b) Special meetings of the Association may be called by the President or by a majority of the Executive Committee or by a majority of the members of the Association.
- (c) The Election of officers Meeting shall be held before the 30th June
- (d) Thirty-five (35) members or 20% (whichever is least) shall constitute a quorum for the transaction of business in any meeting of the Association.

ARTICLE 9. COMMITTEES

- (a) Only members of the Association shall be eligible to serve in any elected or appointed office.
- (b) The Executive Committee may create such standing committee as it may deem necessary to promote the objectives and to carry out the work of the Association. The term of each committee shall be until the election of their successors.
- (c) The committee shall elect its own chairman and the chairman shall present a plan of its work to the Executive for approval. No committees shall undertake any work without the consent of the Executive Committees.
- (d) The power to form special committees and appoint their members and terms of reference rest with the President and Executive Committee.
- (e) The President shall be an ex-officio member of all sub-committees.

ARTICLE 10. FISCAL YEAR

The fiscal year of the Association shall begin on the first of September and end on the thirty first of August.

ARTICLE 11. AMENDMENTS

- (a) These by-laws may be amended at any regular meeting of the association provided that notice of the proposed amendment shall be given 30 days prior to the meeting at which the amendment is voted upon, that the quorum has been established and that the amendment requires two third majority of the members present and voting.
- (b) A committee may be appointed to submit a revised set of by-laws only by majority vote of the Executive Committee. The requirements for the adoption of a revised set of by-laws shall be the same as in case of an amendment.