




CONSTITUTION OF THE PARENT TEACHER ASSOCIATION

ST. PETER'S SEN. SEC SCH, NAALYA.
KAMPALA, UGANDA / REVISED 2024

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1. THE GENERAL RULE OF THIS CONSTITUTION

This constitution shall be interpreted in accordance with the principles of the Ugandan laws and the school rules and regulations and expressions used in it shall be presumed so far as is consistent with their context and except as may be otherwise expressly provided.

2. INTERPRETATION

In this constitution, unless the context otherwise requires: -

- a) "Administration" means school administration
- b) "Association" means members who subscribe to the Parent Teachers Association of SPENA
- c) "Committee" means a meeting held for the executive board for a particular event.
- d) "Committee Chairperson" means a person responsible for the event organisation.
- e) "Communication Chairperson" means a person who shall talk for and on behalf of the PTA.
- f) "Executive board members" means persons who are elected to represent the entire PTA in a committee.
- g) "Ex-official members" means members who will sit on the executive board members but without voting rights .
- h) "Spena" means ST Peter's Senior Secondary School Naalya.
- i) "President" means a person who will head the PTA board and chair all PTA meetings.



3. ASSOCIATION.

1. There shall be an association registered in the names of Parent Teacher Association of St Peter's Senior Secondary School (SPENA).

2. The PTA is to bridge the gap between educators and the school community at large, with united efforts to secure for all the current and past SPENA Students the highest advantages in intellectual, physical, emotional, and social education and spiritual awareness, and to provide a continuing channel of communication among the various sectors of the SPENA community in order to promote an atmosphere of goodwill and cooperation.

3. To achieve this objective, the PTA shall be empowered to:

- a) Provide venues for the expression of views on matters of general interest to parents, faculty and students.
- b) Provide services and programs in support of scholastic pursuits and extracurricular activities of the students.
- c) Propose to the school administration and/or the Board of Trustees any suggestions for existing educational programs or for the adoption of any new programs that may be responsive to the changing requirements of an international student body.
- d) Raise funds, transact business and exercise such functions as are necessary in the execution of the stated objectives of the organization.
- e) Provide social venues for parents, students, and teachers to interact.

4. Composition of the PTA

1. The PTA shall compose of:-

- a) The executive Board
- b) Parents/guardians of the students of SPENA
- c) Teachers

2. Members of the PTA shall pay a subscription of UGX 25,000 (Twenty-five thousand shillings) annually.

3. All PTA Members shall be voting members except where noted differently in the constitution.



4. EXECUTIVE BOARD MEMBERS

1. There shall be an executive board that shall take decisions and supervise for and on behalf of the school.
2. The executive board shall consist of the director and co-directors of the school.
3. The Executive Board will be vested with the power to make Executive Actions in special or urgent situations on behalf of the PTA Board with a majority vote of the Executive Board Members. The Executive Board must inform the PTA Board Members of any actions taken at the next general meeting immediately following the Executive Action.
4. An individual can serve on the Executive Board for not more than two consecutive years, unless nominated, and subsequently elected for a third consecutive year with quorum.





5. PTA BOARD MEMBERS

1. There shall be the Parent Teacher's Association board that shall arise from the PTA members

2. The members shall include;

- a) Executive Board Members
- b) President
- c) Vice President (Not exceeding 2)
- d) Secretary
- e) Treasurer
- f) Administrative Representative
- g) Standing Chairperson
- h) Communication chairperson
- i) Teacher representatives (not exceeding 12)
- j) Parents representatives (not exceeding 18)

3. Duties and Responsibilities.

a) **President:** The President shall preside over all PTA meetings and serve as an ex-official member of all PTA committees. With the treasurer, s/he shall draft the program budget for the year. S/he will be the official representative of the PTA and its liaison with the parent community and with groups within the school, including the Board of Trustees and Council. S/he is responsible for the formation of the Nominating Committee.

b) **First Vice President:** The First Vice President shall serve as the Program Chairperson for the PTA and attend special meetings as the PTA representative. S/he shall arrange the program for special meetings, including PTA and Principal Coffees, and be responsible for the physical set-up of all meetings. S/he shall assume the duties of the President in his/her absence and such other duties as requested by the President.

c) **Second Vice President:** The Second Vice President shall be responsible for all fundraising activities including the Food and Fun Fair.

d) **Secretary:** The Secretary shall prepare the minutes of all official PTA meetings and maintain a file of these minutes. S/he shall issue notices and general publicity and perform other duties as requested by the President.

e) **Treasurer:** The Treasurer shall, together with the President, draft the PTA budget for the year. S/he will give a monthly financial report and present an annual financial statement to the members at the close of the fiscal year. S/he shall assume such other duties as requested by the President.



f) Communications: The Communications Chairperson will be responsible for putting pertinent information into the PTA - Newsletter and the SPENA website. S/he will also be responsible for the PTA Contact Guide in the Spena Directory. S/he shall assume other duties as requested by the President.

g) School Teacher Representatives: Each teacher representative shall attend PTA Board and General meetings to provide input regarding their respective delegations. They shall act as liaisons between the Association, the school, and the parent community.

h) Administration Representative: An Administrator of the school shall be an advisor to the Executive Board and make sure the PTA Board abides by its constitution.

i) Standing Committee Chairpersons: The Standing Committee Chairpersons shall be responsible for fundraisers, projects, socials, and events that are sponsored by the PTA. S/he may appoint any number of persons required to insure the success of the committee. S/he will report to the Executive Board at designated meetings.

j) Parent Partner Coordinator: The Parent Partner Coordinator shall recruit Parent Partners for each grade level with the support and guidance of the school leadership and PTA Board.

The Parent Partner Coordinator will be responsible for sending new family information and grade listings to the Parent Partners, and encouraging and supporting each Parent Partner to host meetings and social events for their respective grade levels at least a few times a year. The Parent Partner Coordinator shall receive and forward emails and relevant information from school leadership and the PTA Board which they will forward to their respective grade levels and organize larger parent-related social events with the support of school leadership.

The school leadership working with the PTA board will identify and propose potential candidates for Parent Partner Coordinator. The PTA will nominate this candidate during the nomination period for the general election. If this candidate is not elected by a majority vote, the school leadership and PTA board will identify and propose additional candidates.





| 6. EX-OFFICIAL MEMBERS

The Headmaster and principal shall be non-voting members of the PTA. They may or may not attend PTA Board meetings, as they desire. The principal will ask the school teachers to elect a teacher representative to attend Board meetings and act as a liaison between the Association and the school.







7. NOMINATING COMMITTEE

1. Composition: The President shall form a Nominating Committee which shall be composed of at least four members, none of whom will be on the slate of candidates.
2. Responsibilities and Duties: The Nominating Committee will recruit from its membership, those who have been nominated or others who have expressed an interest in filling positions on the PTA Board. They will publicize the candidates' names along with a brief history of their qualifications. The committee will be responsible for carrying out the annual election.
3. The President will entertain nominations from the floor from any PTA member at any General Meeting prior to the October election including the October General Meeting. Anyone who wishes to make a nomination must ensure before hand that the person nominated is a member in good standing who wishes to serve on the PTA Board. If more than one candidate is nominated for any position, the PTA will publicize a list of candidates for the contested position 4 weeks prior to the election for that position.







8. ELECTIONS

1. Annual elections shall be held in October.
2. The office of President, and other offices on the PTA Executive Board, shall be filled as much as possible by second-year PTA Board members, prior to an open election for the remaining offices. A majority vote will be required by the PTA Board for these positions.
3. Through the best efforts of the Nominating Committee, candidates for open positions on the PTA Board shall be selected by:
 - a) Classes or according to the demographics of the student populations; and
 - b) A percentage relative to the number of students in the High School.
4. The sequence of the election will be as follows;
 - a) Existing PTA President and Executive Board will announce any positions that will open for the next year.
 - b) In March, the President will send an invitation to the parent community via the Spena Newsletter for all who are interested to submit their names on the nomination form provided. Any member may nominate any other member or him/herself. A nominee's signature on the nomination form is required before that name will appear on the ballot.
 - c) There will be an information meeting for new candidates, or anyone who may be interested in a position on the PTA Board.
 - d) Candidates' names and a brief history of qualifications will be published in a newsletter prior to the general meeting for all contested positions to introduce the candidates.
 - e) The Nominating Committee will determine the system used for balloting (i.e. numbered balloting or some other method) and ballots will be sent in the first Oct newsletter. The balloting will be closed after ten days.
 - f) If any office has only one nominee and is therefore uncontested, the President (or presiding Executive Board Member) may declare the election won by acclamation at the Oct General Meeting. In the event that any office is contested, the PTA Executive Board will determine the system used for balloting (i.e. Voice Vote, Ballot Vote, or some other method) and if Ballot Vote is used, ballots will be sent in the first Oct newsletter for all contested offices. The balloting will be closed after ten days.



g) The Nominating Committee Secretary will count the votes, and announce the results of the election in the November newsletter, giving the new board time to meet before school dismisses at the end of the year.

h) Quorum: 19 members constitutes a quorum for elections.

9. MEETINGS

1. Each PTA meeting is considered a General Meeting, all parents and teachers are invited and encouraged to attend monthly PTA meetings. At least one General All Purpose meeting is to be conducted each school year.

2. Others. There may be all school information sessions, separate elementary, middle, and high school information sessions, and grade-level information sessions to facilitate the purpose of the Association.

3. Quorum: 15 members constitutes a quorum for General Meetings.

10. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered in the Constitution.

Quote, The object of Rules of Order is to assist an assembly to accomplish the work for which it was designed [...] Where there is no law [...] there is the least of real liberty.







11. FINANCE

1. The PTA fiscal year will be July 1 – June 30 to coincide with the school budgeting year.

2. Funds shall be derived from membership dues, fund-raising efforts, donations and/or gifts.

3. Budget

a) The PTA budgeting process for each school year will coincide with the school's budgeting process. The budget for each new school year will be completed and approved in collaboration by the outgoing/incoming board at the transitional meeting each June. This will allow for funds to be made available to projects and PTA events prior to the start of the new school year.

b) If there is not sufficient information about the financial situation until June, the budget should be approved not later than at the October meeting.

c) If the PTA has no designated incoming executive officers (President and Treasurer), the outgoing officers will prepare and complete the budget for the coming school year. This will Provide consistency and insure that a budget is ready for the coming school year.

d) PTA budget is approved by the executive board of the PTA.

4. Disbursements

a) Disbursements are to be made for budgeted purposes only.

b) PTA members may not make commitments for the expenditure of PTA funds for any purpose that has not been expressly approved by the PTA Board, either during the budget process or as an additional appropriation.

c) The Treasurer or President of the PTA, acting on behalf of the PTA, shall cosign all disbursements with the Administrative Representative of the PTA.

d) For reasons other than stated below, the Student Support Funds used by the Principal, the Head of School, and the PTA President must first be approved by the Executive Board for:

i. Individual students in need of money for field trips, sports trips, fine art trips, or other school activities.

ii. Defraying the cost of an entire group traveling for a school activity.

5. Unused funds at the end of a fiscal year shall be carried forward to the next year.



12. BY-LAWS

The PTA Executive Board may adopt such By-Laws as it deems necessary and may amend them or set them aside by a majority vote of the Executive Board, providing no such By-Law contravenes this constitution. Any such By-Laws may be amended or set aside by the majority vote of the PTA Executive Board.

13. AMENDMENTS

The Constitution may be amended by two-thirds vote of the members present at any general meeting, provided any such amendment has been submitted by the Secretary in writing to the association, at least two weeks prior to the meeting.

14. DISSOLUTION

- a) Resignations: A PTA Board member may submit a written resignation to the President at anytime during the member's term of office.
 - b) Replacements: The president shall suggest a replacement for any PTA Board opening which occurs anytime during the school year.
 - c) The Executive Board may approve by a two-thirds vote. S/he must stand for election at the end of the year.
- If the PTA is dissolved, any assets or holdings will be distributed by the PTA Executive Board for the benefit of the SPENA student body.

