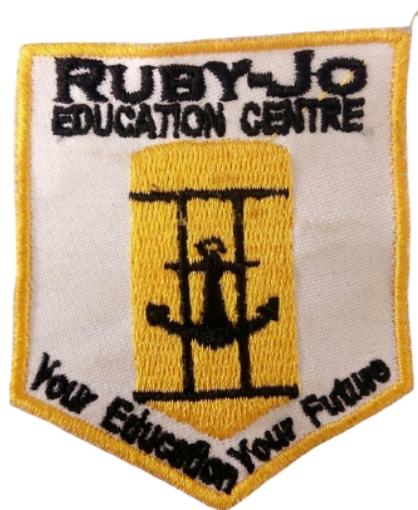


# **CONSTITUTION OF THE RUBY-JO EDUCATION CENTRE PARENT TEACHERS ASSOCIATION, (PTA)**



## **Preamble**

We are mindful of God's will that children be taught the content and practical applications of His Word in every aspect of learning and every activity of life. We firmly believe that the Christian school, in addition to the Christian home and the Christian church, is necessary to carry out our child-training responsibilities in a manner pleasing to God.

Secondly Believing that children belong not to the state, nor to the church, nor even ultimately to the family, but to God; and believing that God entrusts children to parents and gives parents the primary right and responsibility to provide God-centered Christian education for their children; and believing that often this can best be accomplished by concerted action, we hereby make and adopt the following Bye-laws and articles which form the basis for the organization, administration, and operation of the Parent Teachers Association, (PTA) of RUBY-JO EDUCATION CENTER.

# SECTION ONE.

## NAME OF THE ASSOCIATION:

The name of the Association shall be RUBY-JO EDUCATION CENTRE **PARENTS TEACHER ASSOCIATION, (PTA).**

# SECTION TWO.

## A. PURPOSE

The purpose of the PTA is to provide a link and support system to the education and auxiliary programs of REC. Increase communication between parents, teachers, students and administration, and provide social, financial and on-site help where needed.

## B. FAITH

1. The basis of Faith of the **Ruby-Jo Education Center PTA. is the Word of God** as interpreted in the confessions proceeding from the Evangelical/Protestant Reformation. Hence all activities and meetings of Association shall be conducted over the Christian ceremonial Prayers, and Confession as revealed and establish in the Christian Bible, The Word of God.
2. The PTA and its Executive in discharge of its noble task shall affirm, subscribe to, uphold and defend the Constitution of **BURY-JO EDECATION CENTER and its Bye-Laws as stated and established by the Board of Directors.**

## 3. AIMS and OBJECTIVES:

The Aims and Objectives of the Association shall be:

- To support and advance the education and wellbeing of the pupils of the school by providing or/and assisting in the provision of facilities for education at the school.  
This includes:
  1. Promoting close co-operation and communication between parents and teachers in the education and training of their children at the Ruby-Jo Education Centre.
  2. Studying and discussing matters of mutual interest relating to the education and welfare of the pupils.
  3. Engaging in activities which support and advance the education of the pupils attending the school, including fundraising to undertake projects and afterschool activities to compliment the effort of REC in providing a better education for all.
  4. To help maintain high MORAL and social standard in the school.
  5. Give parent input to administration and Liaise with school families

#### **4. GOALS**

1. To enhance community spirit in a Christ-centered way
2. To provide services and programs in support of scholastic pursuits and extra-curricular activities that impact if not all, the majority of the student population
3. To provide a forum for exchange of ideas between, Parents, Teachers, Students and administration
4. To be advocates for our children in a constructive and objective matter that enhance good relationship
5. To provide support and encouragement to the Board and staff at REC (not a forum for criticism or conflict resolution)

## **SECTION THREE.**

#### **MEMBERSHIP AND DUES:**

1. Every REC parent/guardian is eligible to be a member of the PTA, as well as current administrators, teachers and staff members. Eligibility for membership will continue for parents/guardian for as long as their child is enrolled at REC. Membership for administrators, teachers and staff members will be for as long as they are employed at REC.
2. Only teachers who are also parents shall pay membership dues.
3. Each Parent or Guardian shall have charged to the terminal bill of one child GHC10.00 as membership dues subject to changes in all circumstances. "Parent "in this context means father and mother together (or father alone or mother alone, as in a single parent family) where applicable, one payment being due from the two, and a charge of C15.00 being due from a family with two or more children in the school.
4. Members of the PTA Executives shall be born-again believers and subscribe without reservation to the School's Statement of Faith and Philosophy of Education.
5. Members of the PTA Executive Board shall be Christian role models in the School and Community and must a good standing relation with the local Church.

## **SECTION FOUR:**

#### **MEETINGS:**

1. There shall be an Ordinary General Meeting at least once a term, the first meeting in the first term of the school year being the Annual General Meeting (AGM) which shall be held in first week of the month following the reopening of the school. Any other meeting will be an Extraordinary Meeting convened by the Chairman.

**The business of the PTA shall include:**

- a. The work of the PTA
  - b. Approval of accounts.
  - c. Appointment of an individual who will review the annual account.
  - d. Any resolution submitted by the members.
  - e. Election of members to serve on the PTA.
2. At all AGM's the quorum shall be 50 voting members, of whom 35 shall be Parents and or Guardians.30 shall form a quorum at all General Meetings and 25 voting members shall be Parents and or Guardians.
  3. Except for amendments to the Constitution, decisions shall be by a simple majority of the members present and voting.
  4. All meetings of the Association and of the Executive Committee shall be in accordance with established rules of procedure and also in accordance with the relevant provisions of SECTION EIGHT below.

## **SECTION FIVE:**

**OFFICERS OF THE ASSOCIATION:**

1. The officers of the Association shall be the following:-
  - a. The Chairman
  - b. The Vice Chairman
  - c. The Secretary
  - d. Assistant Secretary
  - e. The Treasurer.
  - f. Assistant treasurer
  - g. Organizer
  - h. (A Patron)
2. The General Council of PTA may appoint such Office Bearers as may from time to time be deemed necessary.
3. The Office Bearers will be elected by the General Committee at the first meeting of the AGM and will hold office for a term of two years. Where an Office Bearers position become vacant during normal term of office, the Executive Committee may at their discretion opt to fill his post in one of the following manner,
  - (i) The deputy for the post or an agreed member of the committee may stand in for the duration.
  - (ii) The Executive Committee may elect a replacement from its membership or an Extraordinary General Meeting may be called to elect a new member to the post.

## SECTION SIX:

### EXECUTIVE COMMITTEE:

1. There shall be an Executive Committee composed of the Officers and Three additional members two of whom shall be teachers of the school.
2. The committee shall be responsible for ensuring that all property or monies received by the Association shall be applied for the aims of the Association.
3. Executive Member Compensation: Members of the Executive Board shall receive no compensation for their services. However, the Executive Board may authorize the reimbursement of expenses, incurred by any board member, in the performance of official business for and on behalf the School, PTA or the Board. Unless, however the service rendered it's primarily for a good will of that individual.
4. The Office of the PTA Executive is an Honorable Office and yet Voluntary service. It's a noble service to God and service to mankind/community.

## SECTION SEVEN:

### ELECTION OF OFFICERS AND COMMITTEE MEMBERS:

1. All Officers of the Association and Committee members shall be elected at the Association's General Meeting, except as provided for under 2 below.
2. In the event of death, resignation, expulsion of an Officer or of an Ordinary Member of the Executive Committee or in the event of such an officer or Ordinary Member being absent for a period of time and/or has shown lack of interest and committed to the Executive Committee without prior notice, at the recommendation of the PTA Executive Board the Association at its next Ordinary Meeting will elect a member to fill such vacant office for the remainder of the school year calendar.
3. **Tenure of Office:** The term of office of the Executive Committee shall be two years. An Officer or a Member shall be eligible for re-election.
4. No two Members or relatives shall serve on the Executive Committee at the same time.

## SECTION EIGHT:

### A. DUTIES OF THE OFFICERS:

#### (i) THE CHAIRMAN:

- a. The chairman shall be chairman of both the Association and the Executive Committee. **He is the principal officer of the Association**, charged with the responsibility for its progress and

effectiveness. He shall preside at all meetings of the Association, both Executive and General Council and shall be responsible for the proper conduct of such meetings.

- b. He shall sign all approved and confirmed minutes of the Association.
- c. He shall have a casting vote.
- d. He shall ensure the PTA business is conducted in an open and transparent matter.
- e. He shall approve the Text of every important correspondence and sign it.

**(ii) THE VICE-CHAIRMAN:**

- a. In the absence of the Chairman, the Vice-Chairman shall take the chair at meetings and exercise all the rights, privileges and functions of the chairman.
- b. In the event the Vice-Chairman being also absent, his place shall be taken by a member elected by the Board meeting to act as chairman for that meeting.

**(iii) THE SECRETARY:**

- a. The Secretary shall attend all meetings of the Association, both Executive and General and shall record the Minutes thereof.
- b. He shall perform the following general duties:
  - (i) Issue notice, agenda and supporting papers for meetings to the membership of the Association, such notices to be posted at least two weeks prior to the meeting.
  - (ii) Read to Members present the notice convening the meeting and the Minutes of the previous meeting.
  - (iii) Conduct all the correspondence of the Association, subject to the provisions of Section EIGHT (i) c.
  - (iv) Submit reports on the activities of the Association as may be required from time to time.
  - (v) Maintain an imprest account to the treasurer of not more than Ghc1,000.00 for the Secretary.

**(v). THE TREASURER:**

- a. The Treasurer shall be responsible for all the cash assets of the Association, which shall be held in a bank.
- b. He shall provide imprest of not more than GHC1, 000.00 for the secretary to keep the proper books and provide an Annual Financial Report to the Association. He shall also present termly statements of accounts to the Executive Committee and the General Council.
- c. He shall issue and obtain receipts for all monies received and paid out by him/her.

**B. RESIGNATION OR DISMISSAL FROM THE EXECUTIVE BOARD**

- 1. After prayerful consideration, any Board member may resign from office. He/she shall tender the resignation in a letter to the Board Chairman and /or Secretary. Replacement of that Board Member shall be carried out as stated in Section 5 and 7 of this constitution.

2. Any Board member may be removed from the Executive Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board, or whenever such removal in the judgment of the Board would be in the best interest of the School and the Association.

3. Removal shall require a two-thirds vote of the Executive Board. Replacement of that Board Member shall be carried out in accordance with provisions of the Bye-laws as stated in Section 5 and 8.

4. In view of the serious nature of a Board member's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of "last resort". Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question. This action shall be done in the spirit of Love, truthfulness and transparency.

#### **C. THE SCHOOL PATRON:**

The Patron shall play an advisory and supporting role to the School and the PTA in matters concerning the welfare of the School.

## **SECTION NINE:**

#### **THE EXECUTIVE COMMITTEE MEETINGS:**

1. The Executive Committee shall meet before and after the General Council Meeting of the Association. The venue shall be in the premises of RUBY-JO EDUCATION CENTRE.
2. Five members shall form a quorum at any meeting of the Executive Committee, one of whom shall be the chairman, the Vice-Chairman or the Secretary.
3. All members of the Executive Committee shall have voting rights i.e. one vote in addition the Chairman shall have a casting vote in a tie.
4. The Executive Committee at its discretion shall have power to co-opt any member of the Association to fill a vacancy occurring during AGMs, the co-opted members shall retire at each AGM but shall be eligible for re-election. The co-opted member shall not have a vote.

## **SECTION TEN:**

#### **FINANCE:**

- A. The financial year shall run from 1<sup>st</sup> of August to 31<sup>st</sup> July of each year.
- B. Funds for the Association shall be lodged in a bank in the name of the Association and withdrawals shall be made on the signature of any two

signatures of two named Executive committee members. The named officers being the Chairman and the treasurer or one named teacher employee of the school who is an executive member.

- C. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Association. The books shall be brought to balance 4 weeks before the AGM at which they are to be presented and the accounts shall be examined by an independent examiner appointed at a previews AGM by the Committee.

## SECTION ELEVEN:

### AMENDMENTS TO THE CONSTITUTION:

The PTA General Council, the Executive Board, and the Teachers Council of **Ruby-Jo Education Center** shall have power to alter, amend or repeal the Bylaws and /or adopt new Bye-laws by 2/3 vote of all of the General Council. Amendments and /or additions to the Constitution must be made at an Annual General Meeting (AGM) or an Emergency General Meeting (EGM) called for that purpose. The proposed change or addition shall be specified in the notice calling the meeting and be approved by not less than two-thirds of those present.

## SECTION TWELVE:

### DISSOLUTION:

- 1. Dissolution of Operations.** A three-fourths (3/4) vote of the General Council of the PTA is required on a decision to stop operation. This action requires three month prior written notice to all members of this Association. Notice shall give the principle reason(s) for the proposed action and a complete financial report.
- 2. Disposal of Assets.** In case of the dissolution of this Association, all assets, real and personal, belonging to this Association shall, after liquidation, be donated to **RUBY-JO EDUCATION CERTRE** for and on behalf of the students as the Bye-Laws of this Association may determine.