



**ST. MARTIN SECONDARY SCHOOL**  
**Roseau**  
**Commonwealth of Dominica**

**Parent Teachers Association (PTA)**  
**CONSTITUTION**

*(Amended and Adopted 12 May 2003)*

St. Martin Secondary School  
January 2006

**01**    **INTERPRETATION**

|             |  |
|-------------|--|
| Association | means the St. Martin Secondary School Parents teachers Association   |
| Executive   | means the committee authorised by the general membership to manage the affairs of the Association in accordance with this constitution |
| Chairperson | means the President of the St. Martin Secondary School P.T.A.  |
| Officer     | means a member of the Executive committee  |
| Parent      | means a person whose child attends the St. Martin Secondary School; it also includes the guardian of a child who attends the school    |
| Teacher     | means a person teaching at the St. Martin Secondary School   |
| Membership  | any parent, guardian of a child attending the St. Martin Secondary School; and also any teacher teaching at the school                 |

**02**    **NAME**

There shall be an organisation called the St. Martin Secondary School Parent Teachers Association, and it shall thereafter be referred to as the Association.

**13**    **SUSPENSION AND EXPULSION**

A member may be suspended and expelled by the Executive Committee if, in their opinion, he/she has acted in a manner prejudicial to the working of the Association.

**14**    **INTERPRETATION AND AMENDMENT**

The Executive Committee shall be the authority for deciding on interpretation of rules, and no amendments to the rules shall be entertained unless such amendments were first submitted for the consideration of the Executive Committee who shall in turn propose it at the general meeting.

## **Elections cont'd**

- (b) Each retiring Committee shall, for the purpose of subsequent elections, after due for each elective office, but without prejudice to the right of the general body, to offer additional nominations for the floor.
- (c) Members of the Executive Committee with the exception of the Principal shall not serve for more than two consecutive terms of office.

## **11 MEETINGS**

- (a) Business meetings shall take at least once in every school term for the executive Committee and at least once in every term for the general body. There shall be additional special meetings as required during the academic year. Reports on the working of the Association shall be given at the last general meeting called for the academic year.
- (b) Special general meetings shall be called by the Secretary at the request of the President, after consultation with the Principal, or on a written requisition signed by at least twenty members of the Association. In each case the reason for convening a meeting must be stated.
- (c) Non-attendance of a member of the Executive Committee without good and sufficient reason for two consecutive meetings duly called shall result in vacation of office and possible replacements.
- (d) The Secretary shall give a week's notice for general meeting, but in case of an emergency this requirement may be waived.

## **12 QUORUM**

The quorum of an Executive Committee meeting shall be four; of a general meeting, sixty.

## **03 FUNCTION**

The Association shall be purely advisory in its function

## **04 NON-PARTISAN**

The Association shall be politically non-partisan

## **05 AIMS**

The aims of the Association shall be the following:

- (a) To promote the welfare of the children in school and at home
- (b) To bring about a closer cooperation between the parents and teachers
- (c) To do everything possible to develop a well-balanced parenthood
- (d) To secure for the students best advantages and opportunities in spiritual, mental, social and physical education
- (e) To advise and offer suggestions on any matter affecting the welfare of the school, which in the opinion of the Association needs to be brought to the attention of the St. Martin Secondary School authorities
- (f) To assist, whenever necessary, the Principal and Staff in any matter concerning the school

## **06 MEMBERSHIP**

- (a) Membership shall be automatic whenever a parent or guardian enrolls a child in the school
- (b) Teachers shall be "ex-officio" members of the Association
- (c) Interested parents of ex-students shall hold honorary membership

**07 OFFICERS**

The Officers of the Association shall be:

- (a) the Principal or Acting Principal
- (b) the President
- (c) the Vice President
- (d) the Secretary
- (e) the Treasurer
- (f) the Assistant Secretary/Treasurer
- (g) one member

There shall be five (5) parents and two (2) teachers

**08 EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall comprise of the Officers and the Principal
- (b) The Committee shall have the general management of the Association, and in conjunction with subcommittees, it shall be responsible for the proper implementation of the aims of the Association
- (c) Special committees may be appointed by the Executive Committee or the general body as the need arises and for any purpose approved by the Principal
- (d) In the event of an unexpected vacancy during the term of office, the Executive Committee may fill the vacancy

**09 DUTIES OF OFFICERS**

- (a) The Principal shall be “ex-officio” member of all committees, and in consultation with the Secretary shall issue notices of meetings.

**Duties cont’d**

- (b) The President shall normally preside at all executive and general meetings. He/She, too, shall be “ex-officio” member of all committees.
- (c) The Vice President shall assist the President in all performance of his/her duties, and shall in the absence of the President assume the latter’s duties.
- (d) The Secretary shall keep all the minutes of the meetings and he/she shall normally present these at the following meeting for confirmation. He/She shall return all papers, records, minutes to the school office within six weeks of a meeting.
- (e) The Treasurer shall monitor all fundraising activities of the Association, hand over all monies to the Principal for the school’s general account, and present a report at each general meeting.
- (f) The Assistant Secretary/Treasurer shall assist the Secretary and/or Treasurer in the performance of his/her duties and shall, in the absence of the Secretary or Treasurer, assume the latter’s duties.

**10 ELECTIONS**

- (a) The Executive Committee, with the exception of the Principal, shall be elected by secret ballot (or by show of hands if the general body agrees) at the Annual Meeting and shall hold office to two years or until their successors are elected, provided that elections shall be held not later than three months after the position becomes vacant. The elections should be conducted in such a manner as to result in five (5) parents and two (2) teachers on the Executive. At the election, the candidate polling the highest number of votes shall be “ipso facto” President of the Association. The candidate polling the second highest number of votes shall be Vice President and the next three highest Secretary, Treasurer and Assistant Secretary/Treasurer, respectively.