

# **Statute of the Parent Teacher Association of the Sacred Heart College Foundation**

Except where the context otherwise requires, words denoting the singular include the plural and the masculine include the feminine and vice versa.

## **1. Name and address of the Association**

1.01 The name of the Association shall be the Parent Teacher Association of the Sacred Heart College Foundation. “The School” when used below refers to “the Sacred Heart College Foundation”. “The Association” when used below refers to “the Parent Teacher Association of the Sacred Heart College Foundation”.

1.02 The official address of the Association is:

PTA of the Sacred Heart College Foundation, c/o Sacred Heart College, Sacred Heart Avenue, St Julian’s STJ 1432, or such address as may be determined by the Executive Committee from time to time.

1.03 The Association shall be autonomous and voluntary as defined in the Voluntary Organisations Act (Chapter 492 of the Laws of Malta).

## **2. Objectives**

The objectives of the Association shall be to:

2.01 Support and further the education of the students through organised parent involvement in the School.

2.02 Increase parent awareness and understanding of the overall educational programme of the School.

2.03 Promote communication and cooperation among parents, teachers, administration and pupils.

2.04 Promote the education and the on-going formation of the parents and teachers through cultural, spiritual and other activities.

2.05 Provide assistance through donations for the realisation of school projects, as and when requested and following discussion and approval by the Executive Committee.

### **3. Subscription and Membership**

3.01 Each parent or guardian of any student enrolled in the School and all members of the teaching staff, including Heads, Assistant Heads and the School Chaplain, shall be members of this Association.

3.02 There is no subscription fee and parents or guardians acquire membership when their child enters school, while teachers and the School Chaplain acquire membership when they take up employment within the school.

3.03 Teachers' and Chaplain's membership ceases when their employment with the school is discontinued while parents' membership ceases when their child leaves the School, except in the case of parents who are members of the Executive Committee of the Association and whose child finishes Year 11. In such instances, the membership of such parents in the Association and as members of the Executive Committee of the Association shall cease at the next Annual General Meeting, unless there are any circumstances that necessitate or demand the membership ceases earlier.

3.04 All prospective Members of the Organisation shall have access to the statute of the Association upon demand. Prospective Members will be required to state that they are aware of the objectives of the Association.

### **4. Executive Committee**

4.01 The Executive Committee of the Association (hereunder referred to as "the Committee") shall consist of 15 members.

4.02 Eight members shall be elected from among the parents, preferably a minimum of 2 parents from both the junior section and the senior section respectively. The Chairperson will be elected from amongst the parents who are members of the Committee.

4.03 The other seven members shall be the Head of the Senior section ex officio, the Head of the Junior section ex officio, the School Chaplain ex officio, one teacher elected from among the teachers of the Senior section, one teacher elected from among the teachers of the Junior section, one Assistant Head from the Senior section and one Assistant Head from the Junior section. The Assistant Heads will have equal rights as the other members of the Committee. However,

in the eventuality that more than one Assistant Head from the Junior section and/or more than one Assistant Head from the Senior section is present at any meeting when a vote is to be taken on any issue, only one Assistant Head from each section shall have the right to vote.

4.04 The other officials of the Committee apart from the Chairperson shall be the Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Public Relations Officer.

## **5. Duties and Responsibilities of the Committee**

The Committee is empowered to:

5.01 Carry on any kind of business which is not restricted by any clause in this Statute.

5.02 Elect annually from amongst its members a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and Public Relations Officer.

5.03 Appoint Sub-Committees and may, from time to time, entrust and confer upon such Sub-Committees any powers, and may at any time revoke, alter or vary all or any of such delegated powers.

5.04 Operate a Bank Account in the name of "P.T.A. of the Sacred Heart College Foundation".

## **6. Powers and Duties of the Official Members**

### **The Chairperson shall:**

6.01 Preside at Meetings of the Association

6.02 Convene Meetings of the Committee by requesting the Secretary to send a notice and an agenda to each member of the Association at least 7 days in advance.

6.03 Approve the Minutes of each previous Meeting.

6.04 hold the signature with the Treasurer or Secretary on the Association's Bank funds as stipulated in Section 15.

6.05 In the absence or inability of the Chairperson to serve for any reason, the Vice-Chairperson shall preside that particular meeting and fulfil the duties and responsibilities of the Chairperson. A meeting shall be postponed if neither the chairperson nor vice-chairperson is able to attend, unless the Chairperson and

Vice-Chairperson are willing to delegate the chair of that meeting to another member of the committee.

**The Secretary shall:**

6.06 Be responsible for the administration of the Association and the facilitation of the decisions of the Association.

6.07 Keep minutes of all meetings of the Association as well as those of the General Meeting.

6.08 Shall keep a permanent record of the proceedings of the Association/Committee meetings.

6.09 Send notices and agenda, including any supporting papers to each member of the Committee at least 7 days in advance of the date of a Meeting.

6.10 Prepare and publish an annual report covering the activities of the Committee during the previous year and an outline of the policy/programme to be followed in the coming year, after it is established by the committee.

6.11 Hold the signature with the Chairperson or Treasurer on the Association's Bank funds as stipulated in Section 15.

**The Assistant Secretary shall:**

6.12 Assist the Secretary wherever possible with the administration of the Association and the facilitation of the decisions of the Association.

6.13 In the absence or inability of the Secretary to serve for any reason, keep the minutes and fulfil the duties and responsibilities of the Secretary.

**The Treasurer shall:**

6.14 Keep the accounts of the Association.

6.15 Keep records of income and expenditure and shall submit audited accounts to the Association for its approval and eventual confirmation, at the Annual General Meeting. These records should always be available for inspection by members of the Committee or by a person or persons so delegated by the Association, e.g. Auditors.

6.16 Hold the signature with the Chairperson or Secretary on the Association's Bank funds as stipulated in Section 15

6.17 Have the responsibility for V.A.T. related matters.

**The Assistant Treasurer shall:**

6.18 Assist the Treasurer with his duties wherever possible.

6.19 In the absence or inability of the Treasurer to serve for any reason, keep the accounts and fulfil the duties and responsibilities of the Treasurer.

**The Public Relations Officer shall be responsible for:**

6.20 Communication between the Association and entities other than the school.

6.21 Submitting contributions to the media, including the school website, following approval by the Committee.

**7. Ethics**

The Committee representing the Association shall:

7.01 Advise, support and assist the School Administration Bodies but shall not interfere directly or indirectly in the management of educational services offered by and in other affairs of the Foundation and Board of Governors.

7.02 Support and promote the teachings of the Catholic Church.

7.03 Not take any part whatsoever in any form of party-politics.

**8. Proceedings of the PTA Meetings**

8.01 Meetings of the Committee shall be called whenever considered necessary by the Chairperson, at least once a month during the scholastic year.

8.02 The quorum necessary for the transaction of the business of the Committee shall be 50%+1 of the number of members on the Committee as indicated in Article 4 of this statute provided that if no quorum is present within half an hour from the time appointed for the meeting, the meeting shall be adjourned to another day within one week. For the avoidance of any doubt, in view of the present composition of the Committee being made up of fifteen (15) persons, it is agreed that the quorum will be of eight persons. If at such adjourned meeting no quorum is present within half an hour from the time appointed for the meeting, provided three (3) members are present, the meeting shall proceed accordingly.

8.03 Whenever possible it shall be the policy of this Committee to achieve understanding and a consensus without a vote by respecting and considering all points of view expressed at any meeting of this Committee.

8.04 If the Committee needs to resolve an issue through a vote, the quorum of eight (8) persons shall include a minimum of five (5) members elected by the parents. When the number of votes cast results in being equally divided, the Chairperson shall, in addition to his/her normal vote, have the right to exercise a casting vote.

8.05 Members are bound by confidentiality with respect to what is said, discussed or disclosed to them in the meetings and shall not disclose information to third parties without official consent.

8.06 The Association may, by a resolution taken at an Extraordinary General Meeting, remove any Member of the Committee before the expiration of his period of office if he is guilty of repetitive disruption of meetings, hinders the function of the Organisation or breaks the confidentiality and trust of other Members.

8.07 The Association shall by the same or another resolution appoint another Member in his stead; but any person so appointed shall retain his office until the expiry date of the appointment of the Member replaced.

## **9. Attendance**

9.01 Any member of the Committee who fails to attend three consecutive meetings without reasonable cause shall be asked by the Committee to reconsider his position and may be asked to resign.

## **10. Resignations**

10.01 In the case of a resignation, the place shall be filled by the person who obtained the next highest number of votes to the person resigning at his respective election. If an election was not held, the Committee shall co-opt another person to finish off the term. In this case, the person chosen will have the right to vote.

## **11. Co-Option**

11.01 The Committee may co-opt other persons to help in its work.

11.02 Such co-opted persons shall not have a vote, unless the person is replacing a member of the Committee who has resigned.

11.03 Their term of service is at the discretion of the Committee.

## **12. Sub-Committees**

12.01 These may be appointed by the Committee for a particular activity.

12.02 Members of these sub-committees need not be members of the Association, but they are to be chaired by a Member of the Committee who shall give an account of the work done at these said meetings.

12.03 The Committee shall set the terms of reference for the Sub-Committee.

12.04 Their term of service is at the discretion of the Committee.

## **13. Terms of Office, Elections and Nominations**

13.01 The term of office of the Committee members shall run for two consecutive years subject to the provisions of Clause 3.

13.02 The election of the parents to the Committee shall be by ballot at the Annual General Meeting which shall be convened as provided for in Clause 14 and each parent/legal guardian is entitled to one vote and each family is entitled to not more than two (2) votes.

13.03 Elected members may stand for re-election if they still qualify. To qualify, a member shall be either a parent or legal guardian of a child at School or in the case of a teacher, a teacher employed in the Junior section of the School or a teacher employed in the Senior section of the School to represent the Junior or the Senior section respectively.

13.04 The Committee shall receive nominations of candidates and organise elections of parents and/or legal guardians. The School Administration shall be responsible for nominations and election of candidates from amongst the teachers.

13.05 Nomination of candidates for election of parents and/or guardians to the Committee shall be made by notice in writing signed by a proposer and a seconder, received by the Secretary not later than two weeks before the date of the Annual General Meeting. Such nomination is to be accompanied by intimation in writing signed by each member nominated that he is willing to serve.

13.06 In the eventuality that the number of nominations received by the stipulated closing date is less than the number of nominations required to fill the vacant places on the Committee, the Committee shall proceed with its Annual General Meeting and shall continue to function as long as it has a minimum of nine (9) members, while being committed to bringing the Committee membership back to its maximum of 15 members as described in Section 4 of this Statute.

#### **14. Proceedings of the Association's General Meetings**

14.01 The Committee shall call the Annual General Meeting in the Christmas term. Extraordinary General Meetings shall be convened when the Committee deems it necessary or, at the written request of not less than 250 members of the Association. Notice of any General Meeting shall be given to members at least 20 days before the actual date of the meeting.

14.02 Members may submit resolutions for discussions or any amendments to the statute. Notice of such resolutions or proposals or amendments are to reach the Secretary 10 clear days before the meeting.

14.03 The Agenda for the meeting shall then be forwarded to each member at least 3 days before the meeting, but the fact that any member has not received an agenda shall not invalidate the proceedings. 50 members of the Association shall form a quorum at a General Meeting. In the absence of a quorum at the appointed time, the meeting shall be held half an hour later irrespective of the number of members present.

14.04 For any amendment to the Statute the approval of two thirds of the members present at the General Meeting called for the purpose is required. When the number of votes cast results in being equally divided, the Chairperson shall, in addition to his/~~her~~ normal vote, have the right to exercise a casting vote.

#### **15. Funds**

15.01 The funds of the Association are to be used solely for the furtherance of its objectives and shall be allocated only by the Committee after suitable discussion and approval by the Committee including the Treasurer.

15.02 The Association is in essence a not-for-profit organisation as defined in the Voluntary Organisations Act (Chapter 492 of the Laws of Malta), but the Committee may at its discretion, have recourse to fundraising activities. Any



excess of funds received or generated from its activities must always be reinvested in the same Association.

15.03 No part of the income, capital or property of the Association is or shall be made available directly or indirectly to any promoter, founder, member, administrator, donor or any other private interest.

15.04 The funds are to be deposited in a Bank in the name of the Association, and withdrawals, including cheques, once discussed and approved by the Committee, are to be signed and authorized by any two of the Chairperson, Secretary or Treasurer, except in the case of amounts exceeding €250, in which case the Treasurer and either the Chairperson or the Secretary will be required to sign and authorize payments.

15.05 When Internet Banking Services are available, the Association shall subscribe to services which restrict the signatories' control of the Association's Bank Account over the internet to viewing the status of the Bank Account, and shall not include the possibility of effecting payments, transfers, withdrawals or any other transactions.

## **16. Accounts**

16.01 The accounts of the Association are closed every year on the 30<sup>th</sup> September.

## **17. Auditors of the Association**

17.01 Two members of the Association are to be elected Auditors at the Annual General Meeting to audit the accounts of the then current financial year which would have commenced on the 1<sup>st</sup> of October preceding the Annual General Meeting and which ends the following September 30<sup>th</sup>, and which will be presented at the Annual General Meeting held as provided for in Clause 14 above.

## **18. Election Commissioners**

18.01 At least two members of the Association are to be appointed Election Commissioners at least five days before the forthcoming Annual General meeting

to carry out the election of parents as members of the Committee of the Association.

## **19. Interpretation**

19.01 The interpretation of the Statute is that given by the Committee, and its decisions shall be final.

## **20. Dissolution**

20.01 The dissolution of the Association shall take place only by a resolution approved by two-thirds of the Members of the Association present at a General Meeting convened for this purpose. A care-taker committee appointed the Board of Governors of the School shall see that such pending matters are concluded.

20.02 A care-taker committee may be appointed by the Board of Governors of the School in the eventuality that all members of the Committee of the Association resign.

## **21. Administrators**

21.01 The first Administrators of the organisation and their responsibilities are:

- i. Chairperson: \_\_\_\_\_ I.D. no. \_\_\_\_\_
- ii. Vice Chairperson: \_\_\_\_\_ I.D. no. \_\_\_\_\_
- iii. Secretary: \_\_\_\_\_ I.D. no. \_\_\_\_\_
- iv. Assistant Secretary: \_\_\_\_\_ I.D. no. \_\_\_\_\_
- v. Treasurer: \_\_\_\_\_ I.D. no. \_\_\_\_\_
- vi. Assistant Treasurer: \_\_\_\_\_ I.D. no. \_\_\_\_\_
- vii. Public Relations Officer: \_\_\_\_\_ I.D. no. \_\_\_\_\_
- viii. Members: \_\_\_\_\_ I.D. no. \_\_\_\_\_

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\_\_\_\_\_ I.D. no. \_\_\_\_\_

## DECLARATION

This statute has been approved during a General Meeting held on the \_\_\_\_\_  
and is being certified by all the Executive Committee.

Signed: \_\_\_\_\_  
Chairperson

Signed: \_\_\_\_\_  
Vice Chairperson

Signed: \_\_\_\_\_  
Secretary

Signed: \_\_\_\_\_  
Assistant Secretary

Signed: \_\_\_\_\_  
Treasurer

Signed: \_\_\_\_\_  
Assistant Treasurer

Signed: \_\_\_\_\_  
Public Relations Officer

Signed: \_\_\_\_\_  
Member

Signed: \_\_\_\_\_

Member

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