



Peponi House Preparatory School

From the Parent Teacher Association

PEPONI HOUSE PREPARATORY SCHOOL PARENT TEACHER ASSOCIATION CONSTITUTION

ARTICLE 1 - NAME AND ADDRESS

- a) The name of the Association shall be “The Peponi House Preparatory School Parent Teacher Association”, hereinafter referred to as “the Association”.

- b) The registered postal address of the Association shall be Post Office Box 23203, Nairobi 00604, Kenya and its registered office shall be Peponi House Preparatory School.

ARTICLE 2 - OBJECTIVES

- a) The Association shall be voluntary, non-political, non-religious and non-profit making and its objects shall be inclusive of:
 - i) To provide a channel of communication between parents, teachers and administration for the benefit of the pupils of Peponi House Preparatory School. The Association is not a substitute for the normal channels of communication between Parents, Teachers and the Administration.
 - ii) To act in such a manner as the Association may think desirable for the benefit and welfare of the pupils of Peponi House Preparatory School.
 - iii) To engage in activities or provide facilities or equipment that support the School and advance the education of the pupils.
 - iv) To afford opportunities for the study and discussion of all matters relating to the education and welfare of children, recognising that the head teacher is the responsible authority in the school.
 - v) To organize social, educational and fund-raising activities.
 - vi) To co-operate with other bodies with similar objectives.
 - vii) To do such other things that is in the opinion of the Executive Committee incidental or conducive to the attainment of the above objects.



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b) Any issues falling outside the framework of the objects of the Association should be addressed directly to the Headteacher.

ARTICLE 3- DURATION OF THE ASSOCIATION

The duration for which this Association is expected to operate is unlimited.

ARTICLE 4 – MEMBERSHIP AND VOTING PRIVILEGES

a) Membership shall be automatically granted to:

i) all parents and guardians of students enrolled at Peponi House School (hereinafter referred to as ‘the parents’); and

ii) the head teacher, school teachers, administrative and support staff employed by Peponi House School (hereinafter referred to as ‘the members of staff’).

b) Such membership shall cease automatically if the relevant student or member of staff leaves the school.

c) Each member is eligible to cast only one vote in a matter governing the Association.

d) All members are eligible for election to office in the Association.

e) The members of staff shall be entitled to appoint one representative from among the members who work at the junior school and one representative for members working at the senior school to attend meetings of the Association hereinafter referred to as the teacher representatives.

f) The committee may for good reason (whether or not at the request of the Head teacher) exclude any person from membership whose presence at or support of the School is deemed a danger to the School or its pupils or staff or might bring the PTA into disrepute (but only after notifying the member concerned in writing and considering the matter in the light of any written representations which the member puts forward within 14 clear days after receiving the notice).

ARTICLE 6 – EXECUTIVE COMMITTEE

a) The business of the Association shall be managed by An Executive Committee consisting of the:

i) Chairperson;



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- ii) Vice Chairperson;
 - iii) Secretary;
 - iv) Treasurer,
who will be the office bearers, and
 - v) Head Teacher;
 - vi) One representative from each class; and
 - vii) A teacher Representative from the Junior and Teacher Representative from the Senior School (if possible)
- b) All office bearers shall be elected by the general active membership for a term of one year and may be re-elected to the same position and their elections become effective the day following the election.

ARTICLE 7- POWERS OF EXECUTIVE COMMITTEE

- a) To carry on the ordinary business of the Association;
- b) To authorize an Office Bearer or Office Bearers of the Association to execute contracts or documents on behalf of the Association;
- c) To control the funds of the Association;
- d) To institute or defend all legal proceedings on behalf of the Association;
- e) To open, operate or close a banking account on behalf of the Association, and the said banking account to be operated by the Treasurer jointly with one of the following signatories:
 - i) the Chairperson of the Association; or
 - ii) the Headmaster of Peponi House Preparatory School; or
 - iii) the Bursar of Peponi House Preparatory School.
- f) To co-opt additional members to the Executive Committee as and if deemed necessary.



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g) To set up sub-committees as and if deemed necessary, such sub-committees to be chaired by a member of the Executive Committee. Chairpersons of sub-committees may appoint committee members as needed and should be prepared to give progress reports and provide information concerning the work of the sub-committee to the Association's Executive Committee and general meetings as needed throughout the year.

ARTICLE 8 - ELECTIONS

a) Officers shall be elected, if possible, at the Annual General Meeting held in September each year. It is recognized that positions may remain vacant, and these should be filled at the September general meeting or as soon as possible thereafter.

b) Voting shall be by secret ballot unless there is only one candidate, in which case the Chairperson may entertain a motion for election by a show of hands.

c) Members who would like to vote but are unable to attend the Annual General Meeting, will be able to do so in the first week of September prior to the meeting. Such a vote must be handed in to the office in writing.

d) Votes cannot be submitted by proxy.

e) The Headteacher will accept nominations and prepare the list of candidates for presentation to the June general meeting. The list of candidates will be published in the school and Association newsletters for review by all Association members prior to the end of the previous academic year. Candidates who give their consent may be nominated from the floor during the general meeting.

f) The term of office is one year, and officers may be re-elected to the same position for a maximum period of two years.

g) If an office other than Chairperson becomes vacant during the school year, a person may be appointed by a majority vote of the Executive Committee to fill the position for the remainder of the school year. If the office of the Chairperson becomes vacant, the Vice-Chair shall fill the position.

ARTICLE 9- DUTIES OF OFFICE BEARERS AND MEMBERS OF EXECUTIVE COMMITTEE

a) The Chairperson shall:

i) preside over all the meetings of the Executive Committee and the Association;



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- ii) provide overall leadership to the Association;
- iii) ensure that the Committee fulfils its role in respect of governance of the Association;
- iv) sign the approved minutes of the last meeting;
- v) liaise with the Secretary in agreeing a date and setting the agenda for meetings;
- vi) ensure the agenda is followed and that all business is covered at the meetings;
- vii) call the meetings to order and close the same;
- viii) write the annual report, in liaison with the Secretary;
- ix) approve the funds to be paid out for the Association with one other elected committee member; and
- x) welcome and introduce new members to the rest of the members of the Association.

b) The Vice-Chairperson shall:

- i) assist the Chairperson in all executive duties;
- ii) assume the duties in the absence of the Chairperson; and
- iii) fill in as Chairperson should the office become vacant.

c) The Secretary shall:

- i) deal with correspondence under the general supervision of the Executive Committee;
- ii) in cases of urgent matters where the Executive Committee cannot be consulted, consult with the Chairperson or with the Vice-Chairperson if the Chairperson is not available;
- iii) write up the minutes of meetings;
- iv) prepare agendas for the meetings of the Executive Committee and the Association;



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- v) call meetings with due regard to the notice required for each meeting;
 - vi) distribute minutes to all the committee, parents and teachers of Peponi House Preparatory School;
 - vii) make arrangements for meetings and events;
 - viii) keep a record of attendance at meetings;
 - ix) ensure that enough committee members are present to make the meeting quorate; and
 - x) write the annual report in liaison with the Chairperson.
- d) The Treasurer shall:
- i) maintain accurate and detailed financial records;
 - ii) prepare cheques & pay agreed expenses as required;
 - iii) present a financial report at each meeting;
 - iv) provide and account for cash floats at events;
 - v) be responsible for counting and banking monies;
 - vi) ensure that the committee has agreed appropriate procedures for the handling of financial matters;
 - vii) be responsible for a smooth transition when handing over to the incoming treasurer;
 - viii) submit records for yearly audit; and
 - ix) be responsible to the Executive Committee and to the members that proper books of account of all monies received and paid by the Association are written up, preserved and available for inspection.

e) Class representatives shall:

- i) act as the bridge between the Association's Committees and the parents;

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- ii) ensure their attendance at all main Association meetings and if unable to do so, appoint a substitute. The main Association meetings are expected to take place twice a term and it is mandatory for Class Representatives to be present;
- iii) vote at meetings as required. If not in attendance, inform the Chairperson of voting intention;
- iv) be involved in the Association's initiated events such as fundraising and social events; and
- v) represent the Association in a positive and professional manner.

ARTICLE 10- VACANCY IN THE EXECUTIVE COMMITTEE

- a) A seat of a member of the Executive Committee shall be vacated if the member:
 - i) ceases to be a member of the Association;
 - ii) gives a written resignation;
 - iii) dies;
 - iv) absents themselves without the permission of the Executive Committee from three consecutive General Meetings or meetings of the Committee; and
 - v) is removed from the Committee by a majority vote of the Executive Committee for behaviour detrimental to the interests of the Association as a whole, such removal being subject to confirmation at the next General Meeting.
- b) The Executive Committee may co-opt a member of the Association to fill any vacancy occurring on the Executive Committee however arising.

ARTICLE 11- GENERAL MEETINGS

- a) General meetings of the association will be held at least twice a term according to a schedule developed in cooperation with the administration. Meeting dates will be publicized in advance via the school and Association newsletters. Meetings may be held during the evening, if appropriate to meet the needs of the overall membership population.
- b) The Annual General Meeting will be held in September each year.



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- c) Members of the association may submit agenda items for consideration by the general meeting, in writing to the Chairperson, at least five days prior to a general meeting.
- d) Special General Meetings may be called at any time by the Committee or on the request of not less than 20 members.
- e) Meetings of the Executive Committee shall be held not less than three times per year at such time and place as shall be determined by the Chairman.
- f) The quorum for meetings of the Executive Committee shall be 6 members while the quorum for general meetings of the Association shall be 15 members.
- g) Should a quorum not be present within half an hour of the time appointed for the meeting the Chairperson may adjourn the meeting for a period of not less than one week and at a time and place to be fixed by the Chairperson, and at such adjourned meeting, of which written notice shall have been given the persons present shall form a quorum.
- h) Resolutions of the Executive Committee shall be passed by a majority vote of those present, and if necessary the Chairperson shall have a casting vote.

ARTICLE 12- AUDITOR

The Auditor shall not be a member of the Committee and shall be appointed for the ensuing year at the Annual General Meeting.

ARTICLE 13- AMENDMENTS TO THE CONSTITUTION

This Constitution may be altered, added to or amended by a resolution supported by the votes of not less than two-thirds of those present at an Annual General Meeting or a Special Meeting provided that twenty-one days notice of the proposed alteration has been duly given to members of the Association.

ARTICLE 14- INDEMNITY

a) No member of the Executive Committee shall be liable for the acts or omissions of any other member of the Executive Committee or by reason of his/her having joined in receipt of money not received by himself/herself personally or for any loss of accounts or defect of title to any property acquired by the Association or on account of the insufficiency of any security in or upon which any monies of the Association shall be invested or for any loss incurred through the act or default of any banker, broker or other agent or upon any ground whatever other than his own wilful act or default.

b) No member of the Association shall be liable for any lawful act done by such member on behalf of the Association in good faith.



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ARTICLE 15 - GENERAL

a) No defect in any one or more of the provisions of the Constitution or any bye laws or rules shall render the remaining provisions of the Constitution, bye laws or rules void or inoperative, and in such event the remaining provisions of the Constitution, bye laws or rules shall be operative and be deemed the Constitution, bye laws and rules of the Association.

b) Each provision shall create a right or obligation, as the case may be, independently of the existence of the provisions.



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