

**THE
CONSTITUTION**

FOR

**KENT ACADEMY
PARENT/TEACHERS ASSOCIATION
(KAPTA) MIANGO**

JUNE 2003

AMENDED MAY 2010

&

SEPTEMBER 2013

PREAMBLE

The purpose of the Association is to provide a medium for the increased involvement of parents in the education process of their children. We have therefore, resolved to procure, sustain and promote qualitative education for our children by forming this Association in which we enact and confer the following provisions as our constitution to guide us in the activities of the association. We further resolve to respect and abide by the provisions of this Constitution. The PTA shall be subject to the decisions of the School's Administration and that of the Board of Governors of Kent Academy.

Motto: *'Sufficient Grace, Productive Faith'*

ARTICLE I

A. NAME OF THE ASSOCIATION

The Association shall be called Kent Academy Parent/Teachers' Association (KAPTA).

B. LOCATION

The Association shall have its secretariat at Kent Academy, Miango.

ARTICLE II

AIMS AND OBJECTIVES

The aims and objectives of the association are:

1. To help the school achieve its aims and objectives through prayer, discipline, counsel, advice and encouragement.
2. To provide a forum for interaction between parents, guardians, sponsors and teachers to exchange views, analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting the school for the good of the students.

3. To assist materially, provide facilities and otherwise, to assist the school and staff through exchange of ideas and in ways suitable to enable the School carry out its educational functions efficiently.
4. To work together as a family to ensure a stable, uniform and high standard of discipline both at home and school.
5. To assist in the all-round development of the students spiritually, physically, morally, socially, mentally and academically – so that they will grow up to become law abiding citizens and to fulfill God’s purpose of them in the society.

MEMBERSHIP

Membership shall be open to the following:-

1. All parents of pupils of Kent Academy.
2. The Principal, all teachers and dorm parents of the school.

ARTICLE III

RIGHTS AND OBLIGATIONS OF MEMBERS

1. Every member shall pay such dues and levies as may from time to time be prescribed by the PTA and Executive as approved by the General Assembly.
2. Upon admission and registration of a child/ward and/or upon appointment as a staff in the school, a member shall be deemed to have:-
 - i. Accepted to abide by all rules and regulations, guidelines and directives of KA and decisions of the PTA.
 - ii. Accepted to promote the aims and objectives of the PTA with loyalty and to refrain from pursuing any cause of action that may be inconsistent with or detrimental to the interest of the PTA and the School.
 - iii. The right to fully participate in the activities and discussions of the PTA subject to any qualification, rules and regulations of the PTA or the Executive Committee as the case may be.
3. No member shall drag the Association to court without recourse to the General Assembly of the PTA.

ARTICLE IV

MANAGEMENT OF THE ASSOCIATION

The management of the association shall be the responsibility of the Executive Committee as provided in Article VI of this Constitution.

ARTICLE V

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following officers which is by elections from the Association, except otherwise specified:-

- | | | |
|-----------------------------|---|--------------------|
| 1. Chairman | - | Parent |
| 2. Vice Chairman | - | Parent |
| 3. Secretary | - | Teaching Staff |
| 4. Assistant Secretary | - | Parent or Guardian |
| 5. Treasurer | - | Parent |
| 6. Financial Secretary | - | Teaching Staff |
| 7. Public Relations Officer | - | Parent |
| 8. Auditor | - | Parent |
| 9. Legal Adviser | - | Parent |
| 10. Spiritual Counselors | - | Parent or Staff |
| 11. Ex-Officio member | - | Principal |

ARTICLE VI

ELECTION OF OFFICERS

1. There shall be election of officers into the Executive Committee of the PTA every two years at a general meeting of the association at the end of the school year.
2. Only accredited members shall have the right to vote and be voted for during an election of officers.
3. Posts shall be filled by contestants who score a simple majority of the votes cast at the election.

4. In the case of vacancy in any office, a bye-election shall be conducted for the purpose of filling such a vacancy.
5. An Executive Committee member can serve a maximum of two consecutive terms only.
6. Handover: the EXCP shall handover within two weeks after election with an up-to-date audited financial report.

ARTICLE VII

MEETING PROCEDURES

A. EXECUTIVE COMMITTEE MEETING:

1. The Executive Committee shall meet not less than three times in a year and shall be convened by the Secretary upon the instructions of the Chairman.
2. The Procedure at the meeting shall be as that of the general meeting specified below.
3. The quorum for the Executive Committee meeting shall be seven (7) members which shall include the Chairman and Principal.
4. The Chairman shall preside over meetings of the Executive Committee or in case of his absence the Vice-Chairman.
5. Orientation of new Exco: Orientation of newly elected KATA members shall hold within two weeks after election.

B. General meeting of the PTA

1. All meetings shall be held on the school premises or any other venue as may be decided by the EXCO.
2. A parents/Teachers' Fellowship shall be a feature of every meeting.
3. The General meeting of the PTA shall be convened not less than twice in session and at the request of the Chairman or Principal, through a written notice by the Secretary to all the members.
4. Written notice and agenda of the meeting shall be circulated by the Secretary to members beforehand including through any suitable mass media.
5. The Chairman or his deputy shall preside at the general meeting. The minutes of the preceding meeting shall be read and adopted at the commencement of the meeting.

6. An attendance register shall be kept by the Secretary at all meetings.
7. The quorum for any general meeting shall not be less than one fifth of the members provided the Chairman (or the Vice-Chairman, in his absence) and Secretary of the association are present.

ARTICLE VIII

DUTIES OF EXECUTIVE MEMBERS

A. CHAIRMAN

1. The Chairman shall preside over all general and executive meetings, and shall be responsible for the orderly and proper conduct of the business and deliberations at such meetings.
2. The Chairman shall be the Chief spokesman of the association and may assign duties as he/she deems fit to the Vice Chairman.
3. Is expected to be parents' representative in the Board of Governors of KA.

B. VICE CHAIRMAN

The Vice Chairman shall assist the Chairman and perform all the duties of the Chairman during the general and executive meetings at the absence of the Chairman.

C. SECRETARY

The Secretary shall in addition to any other specific duties assigned to him /her,

1. Be responsible for the maintenance of the secretariat and shall bear major responsibilities for the entire organization of the association.
2. Conduct the correspondence of the Association as may be required in consultation with the Chairman or the Principal.
3. Prepare the order of business of meetings with the approval of the Chairman or the Principal.
4. Act as Secretary to all Standing Committees.
5. Record attendance of members at meetings.
6. Send out notices of General and Executive meetings to all members as the Chairman or Principal may direct.

7. PTA Secretary shall come from the school. It is usually the Vice Principal Administration.

D. ASSISTANT SECRETARY

Shall assist and act in the absence of the Secretary or perform any duties assigned to him/her by the Secretary.

E. TREASURER

1. Shall receive and promptly pay into the PTA account all monies received for and on behalf of the PTA within 48 hours.
2. Shall pay or cause to be paid all authorized PTA expenses.
3. Ensure that proper records of account are kept and shall cause such records to be produced for inspection at periodic auditing.
4. Shall prepare or cause to be prepared an annual statement of account and balance sheet of the PTA and have them audited.
5. Shall present the statement of account to the general meeting of the PTA through the executive committee.
6. Shall keep an imprest of twenty thousand naira (N20,000.00) only for the PTA EXCO day to day expenses.

F. FINANCIAL SECRETARY

1. Shall be responsible for all the financial affairs and the records of the association.
2. Shall collect all monies due to the PTA and pay such monies to the Treasurer not later than 24 hours after collection.
3. Shall issue all payees and donors with receipts.
4. Shall prepare and submit proposals for raising PTA funds for consideration by PTA.
5. Shall ensure that proper financial records are kept and shall cause such records to be produced for inspection and periodic auditing.
6. Shall prepare and present an audited account to the Congress at every Congress meeting.

G. AUDITOR

The internal Auditor shall audit the books of accounts and report annually to the PTA’s Annual General Meeting and may be called upon by the Executive Committee to audit such accounts from time to time.

H. LEGAL ADVISER

1. The Legal Adviser shall advise the PTA on all legal matters particularly with respect to civil right matters, education laws and the national policy on education.
2. Shall arrange for the legal defence of the PTA and the school whenever necessary.

I. PRO

Shall be the link between the Association, members of the public and the mass media.

J. SPIRITUAL COUNSELLOR

Shall be minister of the Gospel. He shall give spiritual guidance to the Association and to the school whenever necessary.

K. EX-OFFICIO MEMBERS

The Ex-Officio members shall attend the meetings and take active part in deliberations at General meetings and Executive Committee meetings and shall carry out such duties as may be assigned to them by the Chairman and/or the General Meeting.

L. PRINCIPAL

He is a member and to ensure all levies meant for KAPTA are collected and remitted into the KAPTA account.

ARTICLE IX

AD-HOC COMMITTEE

The Executive Committee shall have powers to appoint, at any other time as the need arises, any ad-hoc committee/s to deal with specific matters referred to it.

ARTICLE X

FINANCE

A. THE SOURCES OF FUNDS OF THE PTA SHALL INCLUDE:-

1. Dues and Levies
2. Investments, Stocks and bonds
3. Endowment or Inheritance
4. Grants
5. Voluntary donations in cash and kind

B. SIGNATORIES TO KAPTA ACCOUNT

The signatories to the association's account shall be the following four (4):-

1. Category A (mandatory for any check to be honored): The **PTA Chairman** and **KA Principal**
2. Category B (either of the two shall sign alongside Category A for any check to be honored) the **Secretary** and **Treasurer**.

ARTICLE XI

SANCTIONS AND PROCEDURES

A. MEMBERS

In the event of any misconduct or breach of this constitution, sanctions for the purpose of respect for the rule of law and order shall be imposed on any erring member as may be decided upon by the General Meeting.

B. EXECUTIVE COMMITTEE MEMBERS

The following sanctions may be imposed on officer(s) whose conducts are at variance with the aims and objectives of this Association, as well as officer(s) whose conducts and behavior are incompatible with the office which he/she occupies:

1. Removal from Office
2. Suspension from Office
3. Written Reprimand

ARTICLE XII

AMENDMENT

An Annual General Meeting or a Special Meeting (called for the purpose) shall have power to alter, vary, repeal, add to or amend all or any of the provisions of this Constitution provided two thirds of members are present and pass a substantive motion in support of the said amendment.