

**LUANDA INTERNATIONAL SCHOOL
PARENT TEACHER ASSOCIATION CONSTITUTION**

ARTICLE 1 – NAME

The name of this organization is the Parent Teacher Association of the Luanda International School (“PTA”).

ARTICLE 2 – PURPOSES

The purposes of the PTA are:

- a) To develop a close co-operative relationship between the parents, the students, the teachers and administration of the Luanda International School (“LIS” or the “school”).
- b) To organize approved social events that will enrich and benefit the lives of all members of the school community.
- c) To facilitate and strengthen communication among members of the school community in co-operation with the LIS administration.

ARTICLE 3 – POLICY

3.1 The PTA shall be non-commercial, non-profit, non-sectarian and non-political.

3.2 The name of the PTA or the names of any members, in their official capacities, shall not be used in connection with any commercial concern or with any partisan interest or for purposes not related to promotion of the PTA’s purposes.

3.3 All PTA events and activities must be commensurate with the school’s mission statement, philosophy and Policy Manual.

3.4 The PTA will follow established protocol and channel parent concerns to the LIS administration.

3.5 Representatives from parents, teachers and the administration of LIS must be present at all PTA meetings.

ARTICLE 4 – MEMBERSHIP

4.1 The following are members of the PTA:

- a) All parents or legal guardians of students attending LIS (“LIS Parents”).
- b) All teachers employed by LIS (“LIS Teachers”).
- c) All administrators employed by LIS (“LIS Administrators”).

4.2 No membership fees shall be levied for membership of the PTA.

ARTICLE 5 – EXECUTIVE COMMITTEE

The day to day activities of the PTA shall be overseen by a committee (the “Executive Committee”) which shall consist of not more than 10 members, and which shall include the officers of the PTA and ex-officio members as described below.

- 5.1 The officers of the PTA (the “Officers”) shall consist of a President, Vice-President, Treasurer, and Secretary. The Officers shall be LIS Parents who are not employees of the school, and shall be chosen by election at the PTA Annual General Meeting (“AGM”) each year. If an Officer leaves or resigns during the year, the position will be advertised and nominees accepted. In the event of there being more than one nominee a vote shall be held at the next PTA meeting to choose the nominee. An elections committee will be formed by the outgoing Executive Committee each year to seek nominations and oversee the process for electing the new Officers.
- 5.2 The ex-officio members of the Executive Committee are the LIS Director, the LIS Principal, one Teacher Representative and one Administration Representative.
- 5.3 The Executive Committee is only empowered to make decisions and take actions when there is a quorum present. A quorum for Executive Committee meetings shall be 5 members.
- 5.4 The Executive Committee shall normally meet once each month during the academic year at such times and places as it shall decide. Meetings will be open to attendance by any PTA members.

ARTICLE 6: DUTIES OF OFFICERS

6.1 The duties and responsibilities of the PTA Officers are outlined below

6.1.1 The President shall

- a) Preside at all meetings of the PTA and the Executive Committee.
- b) Oversee all of the sub-committees of the PTA.
- c) Co-ordinate the work of the sub-committees and ensures they are line with the policy.
- d) Set up elections according to the constitution.
- e) Submit agendas for committee and general meetings.
- f) Arrange for regular meetings of the PTA.

6.1.2 The Vice-President shall

- a) Act as an assistant to the President and attend meetings.
- b) Perform the duties of the President in the absence of the President.
- c) Assist in the logistics and focuses of PTA meetings.
- d) Perform other duties as may be delegated by the Executive Committee.

6.1.3 The Secretary shall

- a) Keep a full and accurate record (minutes) of all committee and general meetings of the PTA, including attendance and all decisions taken.
- b) Keep a list of PTA members present at meetings.
- c) Send out announcements and reminders of PTA events.
- d) Distribute agendas issued by the President in advance of any meetings.
- e) Perform other duties as may be delegated by the committee.
- f) Have a current copy of Policies and Guidelines.

6.1.4 The Treasurer shall

- a) Keep a full and accurate account of receipts and expenditures and maintain a minimum balance.
- b) Submit an up-to-date financial report/statement of the accounts at each Executive Committee meeting and at all PTA meetings in the form of a Treasurer's Report.
- c) Keep all funds belonging to the PTA in an authorized account, in the name of the PTA, as designated by the Executive Committee. All withdrawals shall be in the name of the PTA, and shall only be made on the signature of the both the President and the Treasurer of the PTA.
- d) Prepare and follow the approved budget. The proposed budget for the year is to be presented at the second PTA meeting of the school year for approval by the PTA.
- e) Shall submit duly audited accounts for the previous year at the AGM.

- 6.2 PTA Officers should not represent their own opinions as those of the PTA. PTA Officers should not meet with individuals or groups as representatives of the PTA without the Executive Committee's consent.
- 6.3 All funds raised or held by the PTA shall be used solely for meeting the objectives of the PTA. All committee members and appointed or elected officials act in an honorary capacity, and no member of the PTA shall receive any remuneration or other than refund of previously-authorized expenses.

ARTICLE 7: MEETINGS

- 7.1 The Annual General Meeting (“AGM”) of the PTA shall be held once each year either at the end of an academic year, or as soon as possible following the commencement of a new academic year. At the AGM the chair shall be taken by the outgoing President or, in his/her absence, by the outgoing Vice President, or by an invited Executive Committee member. A minimum of 10 days notice shall be given prior to the holding of the AGM. Twenty-five persons shall constitute a quorum for the purpose of the AGM.
- 7.2 An Extraordinary General Meeting (“EGM”) may be convened, by written request to the President, of 15 members of the PTA, or following a majority vote by the Executive Committee calling for an EGM. Such a meeting shall be held within thirty days of receipt of the written request, or within the same period of the Executive Committee vote. The agenda and motions to be put before the EGM shall be circulated to all members beforehand, and a minimum of seven days notice shall be given to all members. A quorum for an EGM shall be the same as for an AGM.
- 7.3 A quorum for other PTA meetings shall be 15 members which shall include Executive Committee members, or their approved alternate and at least one LIS Teacher and one LIS Administrator. A quorum of members is required for all decisions to be made.
- 7.4 All motions at meetings shall be properly proposed and seconded. All decisions will be made by consensus, in line with the mission and philosophy of LIS.
- 7.5 All members of the PTA are eligible to vote at PTA meetings.

ARTICLE 8: SPECIAL COMMITTEES

- 8.1 The Executive Committee may create special or ad-hoc committees to carry out specific duties related to activities or events. The special committees will only serve for the duration of the activity/event, and may include any members of the PTA.
- 8.2 Special Events Co-ordinators will be appointed as and when required.

ARTICLE 9: COMMUNICATION

All written communication relevant to PTA events must be presented to the PTA President and the LIS Director for approval before distribution to the school population.

ARTICLE 10: ANNUAL AUDIT

The PTA shall elect an honorary auditor, who shall not be a member of, or related to a member of, the Executive Committee to audit the accounts of the PTA and to submit a report prior to the AGM.

ARTICLE 11: DISSOLUTION OF THE PTA

11.1 The PTA may be dissolved by a 75% majority vote of PTA members at a duly convened meeting, or by resolution of the Board of the Luanda International School Association (the "Board").

11.2 In the event of dissolution of the PTA, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be turned over to the Student Council, who will seek advice and consent from the Board as to how the funds should be dispensed to benefit the students' welfare.

ARTICLE 12: ALTERATIONS TO THE CONSTITUTION

12.1 No alteration to this constitution shall be proposed or adopted by the members except at an AGM or an EGM and with the prior written approval of the Board.

12.2 Alterations to this constitution shall be proposed and adopted by the members upon written request to the Board in order to ensure that at all times the respective texts of this constitution and the constitution of the school are and remain the same.