



Mzuzu International Academy Parent Teacher Association Constitution.

- 1. Name. The name of the Association is the Mzuzu International Academy Parent Teacher Association. (PTA)**
- 2. Aims of the Association.**
 - To foster positive relationships between the academy and families pertaining to the well-being of the academy community (students, parents, staff and faculty)
 - To afford the study and discussion of all matters relating to the welfare of students and to support and enrich the teaching and learning experience, recognizing the Principal is the responsible authority in the school.
 - To organize fund raising activities to support the development of the academy and the benefit of students attending it.
- 3. Duties and Responsibilities of the PTA are:**
 - To communicate and cooperate to support plans of the academy community in order to increase the quality of education and the success of students.

- To support the plans of the academy to increase the quality of education and success of the students.
- To participate in the organization of activities in the areas of music, theatre, sports, art, field trips and fairs etc.
- To purchase only goods and services to support the development of officially recognized academy activities.
- To participate and support celebratory days in the academy.

4. Limitation of the purposes of the Association.

Nothing in these rules shall permit the Association or any of its committees to interfere in the administration and management of the Academy.

5. Membership.

All members of staff, the governing body and parents or guardians of children attending Mzuzu International Academy automatically become members; full voting rights being conditional based on the up to date payment of school fees. Other people with an interest in furthering the objectives of the Association may apply for membership, and be admitted at the discretion of the committee.

6. Officers and Annual General Meeting

- a. The Principal shall be President of the Association.

- b. The other Officers shall be the Chair, Vice-Chair, Secretary and Treasurer, to be elected annually at the Annual General Meeting. In special circumstances officers may be co-opted until the next AGM. No one of these Officers can continue to hold one office for more than three years, but is eligible for election to another post. After one year has elapsed, a person is eligible to serve for up to three years in a previous post. If a vacancy remains unfilled at the time of the first meeting of the Committee elected at the AGM, the Committee may, at their discretion invite the retiring Officer to serve, even though that person has already served three years or more in that position.

- c. The Annual General Meeting shall be held in the first term of each academic year and 14 days notice of this meeting shall be sent to all members. A quorum shall comprise of 10. A special General Meeting may be called at the written request of a minimum of 10 members at the Committee's discretion. 14 days notice shall be given of any Special Meeting to all members of the Association.

- d. Items to be included in the agenda of the AGM and any Special Meeting shall be presented in writing to the Secretary at least 10 days prior to any such meeting and supported by 10 members of the Association. It is at the discretion of the Chair in consultation with the President to determine if any such items contravene Article 4 of the Associations Constitutions. In such cases a written response will be provided explains the reasons for the disallowing of such items.

7. Committees.

- a. The management of the Association shall be in the hands of the Association Committee, consisting of the Chair, Vice-Chair, Secretary and Treasurer together with a maximum of 12 other members representing each year group in the Academy. All members must be elected at the AGM. In special circumstances committee members may be co-opted until the next AGM.
- b. Committee meetings shall be held at least once a term. 8 members of the Committee shall constitute a quorum.
- c. The Committee may appoint subcommittees and shall prescribe their function, provided that any business shall be reported to the committee as soon as possible, and provided that no subcommittee shall spend funds of the Association otherwise than in accordance with a budget agreed by the Committee.

8. Finance.

A separate Account (Bank Account) in the name of the Association shall be operated through the school Accounts Office.

- a. The Association has power to accept donations, subscriptions or otherwise raise funds for the purpose of the Association, to the extent that such activity should not include permanent trading.
- b. Requests for funds to be released for Association purposes shall be signed by two Officers.

- c. The accounts shall be kept by the Treasurer, and shall be audited by one auditor appointed by the AGM.

9. Amendments.

No alteration to this constitution may be made except at the AGM or at a Special General Meeting called for the purpose. Alterations to the constitution shall receive the assent of two thirds of the members present, and voting at an AGM or Special General Meeting.

10. Dissolution.

The Association may be dissolved by resolution at a Special General Meeting called for this purpose. The resolution must have the assent of two thirds of those present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among members of the association, but will be given to the Academy, or in the event of Academy closure to the school to which the majority children transfer to. If effect cannot be given to this provision, then the assets may be given for some other charitable purpose.