

# Green Hills Academy Parent Teacher Association Committee (GHAPTAC)

## Constitution



Created: September 2017

### The Constitution

This constitution will outline the aims of GHAPTAC and how it is structured and managed.

### Aims and Objectives

- To represent the view of parents/guardians, gather and pursue their views (operating as a two-way communication channel from and to parents and school).
- To promote a positive view of parents through liaising with school management.
- To work as a team and have a yearly plan.
- To establish a forum through which parents can communicate their opinions or concerns/feeling about the school and needs of the school.
- Identify issues and possibly work out solutions.
- To volunteer for school events and field trips.
- To annually organize Teacher Appreciation Day.
- To come up with ideas on interesting seminars and workshops that can promote networking among parents and contribute to the growth of our student body.
- To fundraise for charities or school improvement projects.

### Membership

Membership of the association shall be open to:

- The school authority and serving members of its teaching staff.
- Parents/guardians of students attending the school.

### Committee

All Green Hills parents are considered part of GHAPTAC. A select group of parents will make up the Executive Committee. The Executive Committee shall have the following representatives:

1. The Chairman\*

2. The Vice Chairman\*
3. The Secretary\*
4. The Treasurer \*
5. Grade Representatives (2 per grade, preferably one French and one English speaker)
6. Classroom Representatives (1 per classroom)

Positions with an asterisks (\*) require the member to be elected in a vote by the GHAPTAC Executive Committee. Grade and Classrooms Representatives are usually volunteer positions. However, in case of a high demand, a vote will be held to determine the Class and Grade Representative. Parents serving as a Class or Grade Representative can serve in that capacity for one child only (i.e. A parent cannot be a Class Representative for this child in Grade 3 and Grade 8).

### Tenure of the Executive Committee

The tenure of the Executive Committee is expected to be 1 year and can be renewed annually.

### Responsibilities

The Executive Committee members shall:

1. Be responsible for the planning and management of the association's affairs.
2. Hold regular forums having the parents, staff, school management and other invited persons in attendance.
3. Set an annual plan with suggested topics for approval by the Head of School.
4. Use known and successful organizational tools such as sub-committees, task forces and discussion groups to encourage wider participation, develop increased responsibility to achieve more effective results.
5. Appoint a person or form a subcommittee when necessary to handle specific problems, task or project or by nomination.

Specific Responsibilities of the Executive Committee Members:

- a. The Chairman shall summon and preside over the meetings of the Executive Committee and all the meetings of the association.
- b. The Vice Chairman shall act as the Chairman in the absence of the Chairman.
- c. Secretary shall co-ordinate the correspondence of the association by giving notice of meetings, recording of minutes of meetings at general and Executive Committee meetings.
- d. The Treasurer shall be responsible for the upkeep of the association's money and shall give an accurate record of the statement of account, expenses and balance on account.

### Meetings

- Meetings shall be convened to pass information to parents/guardians for the wellbeing of the school, students and the school. GHAPTAC members can also raise concerns or suggestions at these meetings.
- Special general meetings may be called at any time necessary by the committee.

- A minimum of 7 days' notice must be given before a committee meeting.
- At times the Executive Committee may deem it necessary to meet without school leadership present.
- The School will have keep the following schedule:
  - Term 1- One Executive Committee meeting and one general GHAPTAC meeting, this will be done by program (nursery, primary, middle and high school)
  - Term 2- One Executive Committee meeting and one general GHAPTAC meeting, this will be done by program (nursery, primary, middle and high school)
  - Term 3- One Executive Committee meeting and one general GHAPTAC meeting, this will be done for the whole school to go over changes for the upcoming year
  - Note: additional meetings may be necessary at the beginning of the year to elect members, orient members, do annual planning, and go over changes to the constitution

### Ethics

- Courteousness and Respectfulness: members should respect one another and engage in open-minded dialogue.
- Members should project the image of the school and that of the association positively.

### Finance

The association can derive funds from voluntary donations and fund raising activities; as may be determined by the committee. GHAPTAC can also organize donations from external organizations.

#### Financial responsibilities of GHAPTAC:

- All cash or in-kind donations should be accounted for by the GHAPTAC Treasurer.
- An annual report should be submitted to the school for record keeping purposes.
- Any fundraising being taken on behalf of GHA should be approved by the Head of School prior to fundraising.
- GHAPTAC can fundraise on behalf of charities, although fundraising for religious institutions is discouraged.

#### Financial responsibilities of GHA:

- GHA will dedicate donated funds from GHAPTAC for its intended purpose (for example, if GHAPTAC raises 2 million francs for library books from a bake sale, the school promises it will allocate the 2 million towards books).