

SIMBED LEARNERS SCHOOL
FHA LUGBE, ABUJA



Parents Teachers Association (PTA)
CONSTITUTION

**SIMBED LEARNERS SCHOOL
PARENTS TEACHERS ASSOCIATION**

**PTA CONSTITUTION
2017 (REVISED 2023)**

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Parents Teachers Association Simbed Learners School, Lugbe, Abuja.

Constitution

Preambles: We the parents and Teachers of **Simbed Learners School** have resolved to come under one umbrella to pursue and promote the social and academic welfare of our children and wards in this institution of learning.

General Provision:

- i. This constitution is supreme and its provision shall be binding on all members
 - ii. If any other rules and regulations regarding this association is in conflict with the provision of the institution that rules and regulation shall be void to the extent of the inconsistency.
 - iii. This constitution is subject to the law of the Federal Republic of Nigeria.
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SECTION 1

NAME OF ASSOCIATION

- 1.1 The name of the association shall be PARENTS/TEACHERS ASSOCIATION (PTA), Simbed Learners School, Federal Housing Authority Estate, Lugbe, Abuja hereby referred to as PTA Simbed Learners School, Lugbe, Abuja.

The Association **SHALL** be a secular, non-governmental, non-political and non-cultural organization.

REGISTERED OFFICE ADDRESS

- 1.2 The registered office of the association shall be in Simbed Learners School Federal Housing Authority Estate, Lugbe Abuja.

1.3 MOTTO

The motto of this association shall be “**Knowledge Applied Makes Wise**”

SECTION 2

2.1 AIMS AND OBJECTIVES

- i. To foster Unity, Love, Cooperation among parents and the school Authority.
- ii. To offer useful suggestions that will help the school in the pursue of academic excellence.
- iii. To ensure that equity, justice and fair play is done to parents, pupils and staff of school.
- iv. To render appropriate assistance to the school to facilitate Training of our children/wards when the need arises

v. To ensure the school inculcate Good Moral Upbringing, discipline and Quality Learning to the pupils

SECTION 3

MEMBERSHIP

3.1 The membership of this Association shall be compulsory to all Parents/Guardians and staff whose children/wards are pupils of this school and our staff of this school

SECTION 4

DUTIES OF OFFICERS

A. THE CHAIRMAN

The chairman is the head of the executive and his duties include

- i. To preside at all meetings
- ii. To summon all meetings and generate the agenda of meetings and this shall be through the secretary or the assistant secretary in the absence of the former
- iii. To protect and ensure proper interpretation of the constitution. The chairman shall take precedence over any other member of the association at their ordinary place of meeting except where a special chairman has been appointed for that purpose.

B. THE VICE-CHAIRMAN

- i. Shall deputize for the chairman in his/her absence...In the absence of both, the general house may appoint any member to preside over the meeting
- ii. To preside over the executives meetings of the association.

C. THE SECRETARY

- i. Shall be the head of the secretariat and shall be responsible for all the correspondence of the association
- ii. Shall read the minute of meetings[Executive and General,]
- iii. Shall be a staff of the school i.e. Headteacher or representative from the school
- iv. At the end of the tenure of the office the secretary shall surrender formally in writing all record books and other properties of the association in his/her custody.

D. THE ASSISTANT SECRETARY

- I. In the absence of the secretary, the assistant secretary shall deputize.
- II. To perform any other duty that may be assigned by the executives or house.

E. THE TREASURER:

- I. Shall receive all sums of money due to or payable to the association and shall pay in to the bank within 72 hours with the approval of the general house and present and keep proper account of such receipts and payment
- II. Shall be given an imprest to run the office with an amount to be determined by the executive committee from time to time.
- III. At the expiration of his/her term of office the treasurer shall surrender formally in writing all monies books record and other property of the association in his/her custody
- IV. Shall be on appointment from the school.

F. THE FINANCIAL SECRETARY:

- I. Shall keep all financial record of the association and liaise with the treasurer on all financial matters.
- II. Perform any other function that may be assigned by the executive or house.
- III. File the receipt of payment made by the treasurer.

G. THE PUBLIC RELATION OFFICER (P.R.O)

- I. Shall be responsible for all public/ media functions of the association.
- ii. Shall reign in conjunction with chairman all publications of the association.
- iii. Shall be a staff of the school.

H. WELFARE OFFICER

- I. Shall organize routine visit to members
- ii. Shall report all cases of ill health and related problems of members to the executive committee

I. LEGAL ADVISER

- I. Shall represent the association in court in case of any litigation.
- ii. Shall assist in the interpretation and the amendment of the constitution when the need arise.
- iii. Shall give legal advice when necessary and help to resolve crises.
- iv. Shall be a qualified lawyer in Nigeria who has been called to Nigeria Bar.
- v. Shall be nominated by the general house in to the executive committee and not by election.
- vi. Shall be the legal adviser of this association.

SECTION 5:

A. GENERAL MEETING

I. There shall be a general meeting for discussion of issues affecting the association.

ii. The language of deliberation during meeting shall be English language.

iii. The mode of making contribution(s) during meeting is by lifting of hand which the chairman or any other person presiding may recognize and give approval before such member can talk.

iv. The general meeting shall be held once in every term and it is compulsory for all parents and staff of the school to be in attendance. The meeting shall be on any day agreed by the general house and in the school premises.

B. EXECUTIVE MEETING

ii. All members of the executive must attend the meeting except where a genuine excuse for not attending has been communicated to the chairman.

iii. The executive members have the discretion to fix the time of their meeting.

C. EMERGENCY MEETING

J. There shall be an emergency meeting when the need arises

D.COMMITTEE MEETING

I. The general house or the executive may set up a committee to deal with a particular issue. Such committee will cease to exist as soon as she completes the assignment and submits her report to the house.

E. QUORUM

I. The quorum for Any **General Emergency Executive or Committee Meeting** shall be by a simple majority of its members present at such meeting

F. VOTING MEETING

This shall be by lifting of hand except where otherwise directed by the chairman.

G. RIGHTS AND BENEFITS

Social invitations such as marriage shall be honored as itemized below:

- i. Any invitations by a PTA financial member attracts a sum of N5,000.00
- ii. The union shall officially appoint not less than 2 delegates to represent the association at any engagement organized by the financial member within FCT.
Only financial members who have stayed for at least 1 year in the school are entitled to the benefits of the organization.

DEATH

In the event of the death of a financial member the union shall bear the following responsibilities

- i. In the event of the death of a financial member with N15,000.00 or (any amount determined by the general house)
- ii. In the case of death of a pupil of Simbed Learners School the PTA shall participate in the following ways:
 - a. Pay condolence visit to the bereaved with the sum of N20,000.00.
 - b. The PTA shall delegate not less than three (3) members to represent them during the burial within FCT for those outside, at least one

SECTION 6

A. APPOINTMENT OF OFFICERS INTO EXECUTIVE COMMITTEE

- I. There shall be appointment of officers into different offices in the executive committee by the school management.

TENURE OF OFFICE

- II. Two year tenure in office is recommended for members of the executive committee and second term may be allowed by the house if the incumbent executive performed creditability well while in office.

SECTION 7

RESIGNATION

- i. A member of the executive may resign by sending to the chairman a letter of resignation written and signed by him or her upon the receipt of such letter, the chairman shall without delay summon an emergency general meeting to fill the vacancy
- ii. The chairman shall have the power to recommend to the general house the removal from the executive committee any member who in his opinion does not command the confidence of the general house.
- iii. The chairman shall be removed from office when a vote of no confidence is passed by the simple majority in a duly convened general meeting of the association
- iv. Any member of the executive committee who is not competent in the discharge function of his or her office shall be asked to resign.

SECTION 8

FINANCE

8.1 The association shall maintain a bank account with a reputable bank in Abuja. The signatory to the account shall be the chairman, secretary and treasurer.

8.2 Such account shall be audited every year by a committee to be constituted by the general house.

8.3 A PTA Levy of N2000.00 payable by parents per term per child shall be enforced. This amount may be subject to review if the need arise.

8.4 The levy must be paid along with the school fees per term

SECTION 9

DISCIPLINE

9.1 The use of foul language and abusive words by a member on another member during meeting or ceremony is highly prohibited. In case of any breach, the executives shall decide on the type of sanction to be imposed on such a member.

9.2 Absence from meeting, lateness without cogent reasons and default in PTA levy shall attract a fine of N500.00 each

SECTION 10

DISPUTE BETWEEN THE PTA AND SCHOOL AUTHORITY

10.1 In the event of a dispute between PTA and the school or vice versa effort shall be made by the legal adviser to resolve the matter but when it fails, the case shall be referred to any recognized arbitration body for settlement. But if the parties are still not satisfied with the outcome of such arbitration body, the matter has to be taken to the court of law whose decision shall be binding on all the parties concerned.