

# **SOMERSET PRIMARY SCHOOL - PARENT TEACHER ASSOCIATION**

## **Rules and Constitution**

### **1. TITLE**

The Association shall be called the Somerset Primary School - Parent Teacher Association

### **2. OBJECTIVES**

The Objectives of the Association shall be:

- (a) To schedule regular meetings where parents may meet teachers and discuss the general progress of their children.
- (b) To promote the general progress of the students of Somerset Primary School by active cooperation with the School Advisory Board, the Head Teacher and Staff, and generally to further the prestige and well-being of the school.

### **3. MEMBERSHIP**

Membership of the Association shall be open to:

- (a) Parents of students attending the school.
- (b) Head Teacher and Staff of the school.
- (c) Any other persons approved by the Executive Committee

### **4. SUBSCRIPTION**

The annual membership fee shall be \$20.00 per family (regardless of number of siblings enrolled in,. The membership fee shall become due at the beginning of each school year.

### **5. OFFICERS**

The Officers of the Association shall be the President, Vice-President, Secretary, Treasurer and Chair of the Social Committee. Each Officer position, with the exception of President and Vice-President, shall also have an Assistant to the role. Their duties are:

### PRESIDENT

- (a) To assume the Chairmanship of all meetings of the Executive Committee and Association, and to arrange the time, date and place of such meetings.
- (b) To be responsible for the proper discharge of the duties of all Officers and Committees of the Association.
- (c) To assume direction of all activities under the direct sponsorship of the Executive Committee.
- (d) To appoint sub-committees where deemed necessary.
- (e) To be an ex-officio member of all standing committees.

### VICE PRESIDENT

- (a) To carry out all the duties of the President in his or her absence.
- (b) To encourage the proper functioning of all standing committees.

### SECRETARY

- (a) To be responsible for the minutes of all regular meetings of the Association and of all Executive Committee meetings.
- (b) To write all communications which the Executive Committee or the President shall direct.
- (c) To notify members of the Executive Committee of each meeting of that body.
- (d) To notify members of the Association of each regular meeting.

### TREASURER

- (a) To collect all membership fees and deposit them, together with any funds raised by standing committees, in such a bank account maintained by the Association, as shall be authorized by the Executive Committee.
- (b) To pay bills as authorized by the Executive Committee.
- (c) To prepare a statement for presentation at the Annual General Meeting and at such other times as the Executive Committee may direct.

## CHAIR OF THE SOCIAL COMMITTEE

- (a) To assume chairmanship of the Social Committee.

## **6. EXECUTIVE COMMITTEE**

- (a) The management of the affairs of the Association shall be conducted by an Executive Committee, the members of which shall be the Officers enumerated in Rule 5.
- (b) Persons nominated to the Executive Committee shall be proposed and seconded subject to the prior agreement of the nominee that he or she is willing to serve. Such nominees and persons to be nominated to the Social Committee shall be bona fide members of the Association and must be proposed by bona fide members of the Association.
- (c) The Executive Committee and the Social Committee shall be elected at the Annual General Meeting and shall hold office for the ensuing Association year.
- (d) In the event of the resignation of any officers or of an office becoming vacant for any reason, the vacancy may be filled by the Executive Committee via majority vote.
- (e) There shall be an annual audit of the accounts of the Association by two persons appointed for that purpose, and to be presented at the Annual General Meeting.
- (f) There shall be a proper turnover of account, monies, and all documents that belong to the Association, from the leaving officer to the upcoming officer. The Association reserves the right to enforce all legal remedies under Bermuda law, against an erring officer, in cases of fraud, crime and other acts that may result to a detrimental consequence to the Association.

## **7. SOCIAL COMMITTEE**

- (a) The Social Committee shall consist of a Chair and six members consist of one parent representative from each class (P1-P6).
- (b) The duties of the Social Committee shall be to promote and organize social activities, to raise funds and to give a report of their meetings to the Executive Committee through their Chair.

## **8. ANNUAL GENERAL MEETING**

The Association shall hold its Annual General Meeting at Somerset Primary School in the **first two weeks of June each year**. Notice of the Annual General Meeting shall be communicated to each member of the Association and to all parents of children attending Somerset Primary School by

the Secretary, not less than ten days prior to the date of the meeting.

## **9. QUORUM**

At the Annual General Meeting, **thirty** members shall form a quorum.

## **10. GENERAL MEETINGS**

- (a) The Association shall hold regular meetings at Somerset Primary School on the third week (day of week to be decided by the current executive) of each month where practical.
- (b) Any expenditure over the amount of \$500.00 per month, must have the prior approval of the Executive Committee.
- (c) Four bank signatories shall be appointed by the Executive Committee each year or when there is a vacancy, requiring 2 signatories for each transaction.
- (d) Petty cash fund shall be maintained at \$500 at any time, with any excess to be deposited to the Association's bank account as soon as practicable.
- (e) Cash disbursements shall be in the form of a cheque, as much as possible, limiting cash transactions to only \$500 maximum at a time, to ensure there is always an audit trail for any transaction.

## **11. COMMUNICATION**

Information, announcements and any other communication with members shall be deemed to have been properly circulated to all members if:

- (a) Either It was sent out on the most current available version of the members' email list or it was published on the school web page, where necessary in accordance with a proper deadline - e.g. Rule 8 - AGM

## **12. AMENDMENTS TO THE CONSTITUTION**

No Rule in this Constitution shall be made, altered, amended or rescinded, unless notice of motion to that effect be proposed at the Annual General Meeting or a monthly meeting, to be voted on at the following monthly meeting. The proposal would then need to be included in the monthly notification. A majority vote of **two thirds** of the members present at such a meeting, shall be deemed necessary to carry such a proposal.

### **13. DISSOLUTION**

1. Dissolution of this Association shall only be made through a majority approval of the active membership.
2. In the event of dissolution, payment of outstanding liabilities and assets will be transferred to the benefit of Somerset Primary School Trustees, for the benefit of the School.
3. The Executive Committee shall remain in Office until all financial obligations of the Association are resolved and assets and property are disposed of, following dissolution.
4. After the Association is wound up, the Executive Committee must arrange for its accounting books and records (including cash books, invoices and receipts) to be kept for at least six years after the year they were made.

### **12. COMPLIANCE WITH THE CHARITIES ACT**

As a registered charity under the Bermuda Charities Act 2014, the Association is bound to comply with all relevant laws, rules and regulations by the Bermuda government. The following are links to the key pieces of legislation applicable to the Association, printed copies of which will be included as appendices to this Constitution.

- a. [Charities Act Bermuda](#)
- b. [Annual Reporting Requirements](#)
- c. [Anti-Money Laundering/Anti-Terrorist Financing \(AML/ATF\) Requirements](#)
- d. [Protecting Vulnerable Persons](#)

The Association hereby adopts all relevant requirements set out in the above documents, for compliance by the Executive Committee at any time, as may be appropriate, considering the nature, scale and level of complexity of any transactions or undertaking entered into by the Association.

It is the responsibility of the current Executive Committee to ensure that the Association complies with all the above relevant laws, rules and regulations, and update this Constitution from time to time as may be required.

**October 1971 Amended September 2020**

