

## **PREAMBLE**

Bearing in mind the important role Parents have to play in the total education of children and recognizing their collaborating role with the college authority, there is the need for joint efforts to realize this noble goal. Therefore, we as parents and teachers of JOY INTERNATIONAL COLLEGE, KADUNA, do hereby agree and declare as follows:

## **ARTICLE ONE**

### **1.1 NAME**

The association shall be known and referred to as:

**PARENT-TEACHER ASSOCIATION,  
JOY INTERNATIONAL COLLEGE, KADUNA.**

### **1.2 STATUS:**

The association shall be a permanent, autonomous and non-profit making body.

### **1.3 MOTTO:**

The motto of the association shall be:  
**COLLABORATION FOR DEVELOPMENT.**

## **ARTICLE TWO**

### **AIMS AND OBJECTIVES**

1. To foster good relationship between the parents, teachers and the college authority.
2. To provide a means of effective communication between parents, teachers and the college authority.
3. To raise funds to assist the college in development projects.
4. To assist the college in raising the academic.

spiritual, moral standard and discipline in the college.

5. To mediate between the college authority and staff or students when the need arises.
6. To promote the welfare of the staff and students of the college
7. To foster cordial relationship with other colleges/schools and associations that are beneficial to the college.

### **ARTICLE THREE**

#### **3.1 MEMBERSHIP**

Membership shall consist of the following:

1. Parents/guardians of the students
2. Teachers
3. The Proprietor
4. The Principal

### **ARTICLE FOUR**

#### **THE EXECUTIVE OFFICERS**

The Executive Officers shall consist of the following:

1. Chairman
2. Vice Chairman
3. General Secretary
4. Assistant Secretary'
5. Treasurer
6. Financial Secretary
7. Public Relations Officer
8. Auditor
9. Ex-Officio Member
10. Proprietor

#### 4.2 ZONING OF SEAT

1. ' The following Executive Council seats shall be exclusively occupied by parents:
  - a. Chairman
  - b. Vice Chairman
  - c. Treasurer
  - d. Ex-Officio Member (immediate past chairman) and,
  - e. Auditor
2. The following Executive Council seats shall be exclusively occupied by teachers of the college.
  - a. General Secretary
  - b. Assistant Secretary
  - c. Public Relations Officer
  - d. Financial Secretary

### ARTICLE FIVE

#### 5.1 POWERS AND DUTIES OF OFFICERS:

##### THE CHAIRMAN

1. Shall preside overall Executive Council and general meetings of the association.
2. Shall plan with the secretary the agenda for the Executive Council and general meetings of the association,
3. Shall liaise between the college authority and parents on various issues of the college.
4. Shall be the principal signatory to the association's bank account(s),
5. Shall authorize and sign all approved expenses

6. Shall represent the association at all fora that are in the interest of the association
7. Shall convene either an executive or emergency general meeting(s) when the need arises after due consultation with the Executive Council members.
8. Shall vote when there is a tie
9. Shall give periodic reports during general meeting(s) of the association
10. Shall perform other duties as may be identified by the general meeting.

**B VICE CHAIRMAN**

1. Shall preside over the meetings of the association if the chairman is absent
2. Shall perform other duties as may be delegated to him/her by the chairman, Executive Council or the general meeting.

**C. GENERAL SECRETARY**

1. Shall arrange for record and produce minutes of both the Executive Council and general meetings
2. Shall be the custodian of the association's documents.
3. Shall be in charge of all correspondences.
4. Shall be a signatory to the association's account(s)
5. Shall perform any other duties assigned to him/her by either the Executive Council or the general meeting.

## **D ASSISTANT SECRETARY**

1. Shall work hand-in-hand with the secretary
2. Shall act as the secretary when the secretary is absent.
3. Shall be responsible for all refreshment and entertainment during the Executive Council and general meetings.
4. Shall perform any other duties assigned to him/her by the secretary or the Executive Council or the general meeting.

## **E TREASURER**

1. Shall be the custodian of all association's funds
2. Shall keep records of all income and expenditure of the association.
3. Shall hold a standing imprest of an amount to be decided by the Executive Council.
4. Shall pay only those bills that are authorized by the Executive Council
5. Shall produce a balance sheet of the association account(s)
6. Shall be a signatory to the association's bank account(s)
7. Shall deposit within 48hours all monies so submitted to him/her into the association's bank account.
8. Shall prepare annual financial report and present same to the general meeting
9. Shall perform any other duties assigned to him/her by Executive Council or the general meeting.

## **F FINANCIAL SECRETARY**

1. Shall be responsible for the collection of all monies as authorized by the association.
2. Shall submit all monies collected to the treasurer immediately
3. Shall keep receipt booklets of the association.
4. Shall issue receipt when payments are made
5. Shall give financial report at every Executive Council and general meeting.  
(v Shall perform any other duties that may be assigned to him/her by the Executive Council or the general meeting.

## **G PUBLIC RELATIONS OFFICER**

1. Shall be responsible for the publicity of all associations' activities
2. Shall perform any other duties assigned to him/her by the Executive Council or general meeting

## **H AUDITOR**

1. Shall be responsible for auditing all financial records of the association
2. Shall present an audit report at the annual end-of-session general meeting.

## **I EX-OFFICIO MEMBER**

1. Shall attend and participate in all Executive Council meetings
2. Shall perform any other duties assigned to him/her.

## **J PROPRIETOR**

1. Shall give progress reports about the college at Executive Council or general meetings.
2. Shall present challenges when necessary to the Executive Council or the general meeting.

## **ARTICLE SIX**

### **6. ELECTION OF OFFICERS AND TENURE OF OFFICE**

#### **6.1 ELECTION OF OFFICERS**

1. Election shall be conducted into the following offices:
  - a) Chairman
  - b) Vice Chairman
  - c) General Secretary
  - d) Assistant Secretary
  - e) Treasurer
  - f) Financial Secretary
  - g) Public Relations Officer
  - h) Auditor.
2. Elections shall be conducted on the last general meeting of a particular tenure,
3. An adhoc Electoral Committee of three (3) members i.e. chairman, secretary and a member shall be elected on the day of election by the general meeting.
4. The adhoc Electoral Committee members shall conduct a free and fair election through open ballot system,
5. Members of the adhoc Electoral Committee are

not eligible to vote or be voted for.

6. A winner shall be declared by simple majority
7. In case no second nomination is made, a candidate shall be returned as unopposed.
8. Result of the election shall be announced by the chairman of the adhoc Electoral Committee.
9. The adhoc Electoral Committee stands dissolved immediately after the announcement of the results.
10. The new Executive Council members shall be sworn-in to mark the beginning of the tenure.

## **TENURE OF OFFICE**

1. The tenure of an Executive Council shall be for a period of (2) years.
2. An officer shall be eligible for re-election for a second term and shall not be eligible for re-election into any post on completion of two consecutive terms.
3. Any position that becomes vacant during a particular tenure shall be filled by any member of the Executive Council pending a fresh election.
4. Any Executive Council member that intends to resign his position shall do so in writing and hand over all the association's documents/properties to the chairman or secretary' general.

## **ARTICLE SEVEN**

### **1.1 POWERS OF THE GENERAL MEETING**

1. Shall ratify all proposals brought to it by the Executive Council.
2. Shall elect members into the various offices of the



association.

3. Shall have powers to remove any Executive Council member for non-performance of duties on recommendation of the Executive Council.
4. Shall have the power to suggest and make known to the Executive Council the way forward or problem(s) facing the association.
5. Shall have the power to assign duties to either any member or Executive Council member.
6. Shall approve budget proposals as submitted by the Executive Council.
7. Shall constitute any adhoc committee when the need arises.

## **8.1 GENERAL MEETING(S)**

1. All meetings shall be held in the college premises
2. Attendance shall be taken at all meetings.
3. Meetings shall commence at stipulated time as contained in the prior notice.
4. Decision(s) shall be taken through simple majority.
5. Any decision taken shall be binding on all members whether present or not.
6. Meetings shall be held once every term except otherwise decided.
7. The Presiding officer shall recognize a member who raises his/her right hand, before taking the stage.
8. The Presiding officer shall moderate and maintain order during meetings.

## **8.2 EXECUTIVE COUNCIL MEETING(S)**

1. Shall hold once in a term, except otherwise decided,
2. All the meetings shall be held in the college premises.
3. Meetings shall commence by a simple majority in attendance.
4. Honorarium shall be paid to Executive Council members in attendance and the amount shall be decided by the general meeting, from time to time.
5. Decisions taken at the Executive Council shall be presented to the general meeting for ratification, as the case may be,

## **ARTICLE NINE**

### **SOURCES OF FUNDS**

The sources of fund shall include the following:

1. Levies
2. Offerings collected during general meetings
3. Donations made by members
4. Donations by government and non governmental organisations.

## **ARTICLE TEN**

### **OPERATION OF BANK ACCOUNT**

1. The (Executive Council shall propose a banker for the association and shall be approved by the general meeting
2. The Bank account shall be a savings account
3. The three signatories to the account shall be:

- (a) Chairman... signatory A
- (b) General Secretary..... signatory B
- (c) Treasurer..... signatory B
- 4. Withdrawal shall be after the approval of the Executive Council or the general meeting.

## **ARTICLE ELEVEN**

### **AREAS FOR INDIVIDUAL MEMBERS AND ASSOCIATION'S PRACTICAL ASSISTANCE TO THE COLLEGE**

The association or any of her member(s) can come to the aid of the college in the following areas:

1. Rendering of professional assistance in any area of professional jurisdiction to the college
2. Traders can supply the college with items like plastics, bulbs, bowls and buckets, refuse bags/dustbin, hand towels and cleaning materials etc.
3. Members can accept responsibility for the provision of copies of the Holy Bible, hymn book and musical instruments to the college chapel
4. Provision of books, equipment or other materials for Prize-Giving Day, library, laboratory or computer laboratory.
5. Donations of trophies and cups for sports and athletic competitions
6. Arrangement for recreation i.e. excursion to industries, factories, museums and other places for academic benefit to the college.

## **ARTICLE TWELVE**

### **AMENDMENT OF THE CONSTITUTION**

1. Suggestion(s) for the amendment of any part of this constitution shall be made in writing to the Executive Council for consideration.
2. After due consideration by the Executive Council, the item(s) for amendment shall be made known to the general meeting for approval by simple majority of members present.