

**CONSTITUTION FOR THE PARENT TEACHER ASSOCIATION**  
**OF**  
**THE INTERNATIONAL SCHOOL OF UGANDA**

(Approved at the PTA AGM on 02 June 2017)

This constitution establishes the role of the Parent Teacher Association (PTA) of the International School of Uganda (ISU). Any issues falling outside the framework of the Mission Statement should be addressed to the school's Board of Directors.

1. Build a strong sense of community at ISU
2. Organize voluntary support for the school in response to the needs of the teachers, and students.
3. Arrange social functions for the parents, administrators, teachers and students which foster community spirit.
4. On an ad hoc basis, arrange fund-raisers in response to school needs and to allocate the money raised to the enhancement of curricular or extra-curricular programmes within the school.
5. Help guide parents who have questions about the school to the correct person in the school administration.

**ORGANISATIONAL FRAMEWORK**

1. **Membership:** The PTA is open to all parents, teachers and administrators of the International School of Uganda
2. **Executive Committee:** The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, Treasurer, Teacher Representative and Administration representative. The Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be elected for one year at the AGM in May/June of each year. The Teacher Representative shall be elected by the teachers in June prior to the AGM. Likewise, the Administration Representative shall be appointed by the Head of School prior to the AGM.
3. **Meetings:** PTA meetings shall be open to all members and shall be held on a regular basis while the school is in session. These dates shall be set at the first meeting in August and published in the first school newsletter of the year. The Chairperson shall call the first meeting of each year. Additional Executive Committee meetings may be scheduled by the Chairperson as necessary. The quorum for these meetings shall be four persons.
4. **Duties of the officers:**
  - The Chairperson shall represent the PTA in all issues and meetings requiring PTA participation. PTA meetings will be opened and adjourned by the Chairperson. The Chairperson shall call for the formation of sub-committees to organize activities.
  - The Vice-Chairperson shall act as the Chairperson at the request of the Chairperson.

- The Secretary will be responsible for the administration of the PTA. This involves scheduling PTA and Executive Committee meetings, keeping minutes of such meetings, attending to PTA correspondence, sharing information through the school newsletter and maintaining records of all PTA activities.
- The Treasurer will be responsible for the control and administration of PTA finances. This will involve maintaining books of accounts, accessing PTA funds through the Business Office, preparing financial statements for PTA and Executive Committee meetings when required, presenting the annual accounts at the AGM, and liaising with the honorary external auditor.
- The Teacher Representative and Administration Representative shall be responsible for communicating planned PTA activities to their constituents, and for presenting teacher and administration requests to the PTA.

5. **Amendment to the constitution:** Resolutions to amend the constitution will be presented at the meetings of the general membership and voted on at the following PTA meeting. A simple majority will be sufficient for the adoption of such a resolution.