

CONSTITUTION

OF THE

CHUNG HUA MIDDLE SCHOOL KUALA BELAIT
PARENT-TEACHER ASSOCIATION

[REGULATION 7(2)]

Revision	Date	Description
1 st Edition	August, 2006	Initial submission for MOE Approval
Revision 1.0	March 2008	Reformatted and Added Sub-articles 4.8 and 4.9

TABLE OF CONTENTS

<u>ARTICLE 1</u>	<u>NAME AND REGISTERED OFFICE</u>	<u>3</u>
<u>ARTICLE 2</u>	<u>OBJECTIVES OF PTA</u>	<u>3</u>
<u>ARTICLE 3</u>	<u>MEMBERSHIP</u>	<u>3</u>
<u>ARTICLE 4</u>	<u>COMMITTEE</u>	<u>4</u>
<u>ARTICLE 5</u>	<u>ROLES AND FUNCTIONS OF THE OFFICE-BEARERS</u>	<u>5</u>
<u>ARTICLE 6</u>	<u>MEETINGS</u>	<u>5</u>
<u>ARTICLE 7</u>	<u>FINANCIAL MATTERS</u>	<u>7</u>
<u>ARTICLE 8</u>	<u>AUDIT</u>	<u>7</u>
<u>ARTICLE 9</u>	<u>AMENDMENTS</u>	<u>7</u>
<u>ARTICLE 10</u>	<u>LIMITATIONS</u>	<u>8</u>



CONSTITUTION

Parent Teacher Association, Chung Hua Middle School , Kuala Belait

ARTICLE 1 NAME AND REGISTERED OFFICE

1.1 Name

**CHUNG HUA MIDDLE SCHOOL, KUALA BELAIT
PARENT-TEACHER ASSOCIATION**

1.2 Registered Office

**NO.82, LOT 2440,
JALAN BUNGA RAMBAI,
KUALA BELAIT KA 1189,
NEGARA BRUNEI DARUSSALAM.**

ARTICLE 2 OBJECTIVES OF PTA

- 2.1 To promote goodwill and cooperation between parents and teachers of the school.
- 2.2 To encourage cooperation and direct communication between parents and teachers in consulting and exchanging ideas and information on education in order for students to achieve optimal academic performance.
- 2.3 To provide a forum and service for the welfare, development and progress of the students in the school.
- 2.4 To increase parental involvement and participation in posting social, emotional, academic growth and success of the students throughout their lives.
- 2.5 To develop and improve a partnership between the school and the home as a bridge to achieve the objectives of both the school and the home.
- 2.6 To assist and complement the effort of the school in meeting the material requirements and needs of the students in their activities.
- 2.7 To achieve its objectives, the PTA may raise fund and exercise such functions as deemed necessary by the PTA Committee insofar as it is allowed by this Constitution and the Education (Parent-Teacher Association) Regulation, 2004

ARTICLE 3 MEMBERSHIP

3.1 The members of PTA shall be:

- 3.1.1 All teachers in the school and in the event of transfer to another institution or upon termination of service as a teacher in the school, his/her membership will automatically lapse;

CONSTITUTION

Parent Teacher Association, Chung Hua Middle School , Kuala Belait

- 3.1.2 All parents/legal guardians of students of the school, and in the event that if the student is transferred to another institution or leave the school, the membership will automatically lapse; and
- 3.1.3 The Principal, who shall be an ex-officio member and advisor of the PTA.

ARTICLE 4 COMMITTEE

- 4.1 The Principal shall be the advisor of the PTA and the following office-bearers will be elected in the Annual General Meeting of the PTA once every 2 years:
 - 4.1.1 Honorary Chairperson
 - 4.1.2 1st Deputy Honorary Chairperson
 - 4.1.3 2nd Deputy Honorary Chairperson
 - 4.1.4 Honorary Secretary
 - 4.1.5 Assistant Honorary Secretary
 - 4.1.6 Honorary Treasurer
 - 4.1.7 Assistant Honorary Treasurer
 - 4.1.8 6 Ordinary Committee Members
- 4.2 Additional office-bearers may be elected in the AGM if suggested and agreed by majority of the members present. However, the elected Committee member should not exceed fifteen (15). In addition, the District Education Officer may appoint, after obtaining approval from the Registrar General not more than two (2) individuals who are non-members to the PTA and who have integrity, interest and proven to be able to contribute positively to the development of education.
- 4.3 Names for the above office-bearers shall be proposed and seconded and election will be by a simple majority vote of the members at the AGM.
- 4.4 All office-bearers except the Honorary Treasurer shall be eligible for re-election for a consecutive term. However the Honorary Treasurer can be elected to other roles within the PTA Committee.
- 4.5 The function of the Committee is to organise and supervise the day-to-day activities of the PTA and to make decisions on matters affecting the PTA.
- 4.6 The Committee shall meet at least once every three (3) months and ten (10) days notice of each meeting shall be given to Committee members concerned. More than half of the Committee members must be present for its proceedings to be valid and to constitute a quorum.

CONSTITUTION

Parent Teacher Association, Chung Hua Middle School , Kuala Belait

- 4.7 Any member of the Committee who fails to attend three (3) consecutive meetings without satisfactory explanation shall be deemed to have resigned from the Committee and/or when Clause 3.1.2 applies.
- 4.8 Nomination for election to the PTA Committee duly signed by a proposer and a seconder shall be submitted in writing to the Honorary Secretary seven (7) days before the Annual General Meeting. Proposers and Seconders shall be members of the PTA.
- 4.9 If, due to the withdrawal of a candidate before an election or any other cause, there is an insufficiency of candidates to fill the number of seats nominations may be taken from the floor at the Annual General Meeting.

ARTICLE 5 ROLES AND FUNCTIONS OF THE OFFICE-BEARERS

- 5.1 Honorary Chairperson will convene and conduct the meetings of the PTA and shall be empowered to make a final decision on all matters raised at such meetings and insofar as it is allowed under this Constitution and the Education (Parent-Teacher Association (PTA) Regulations, 2004.
- 5.2 1st Deputy Honorary Chairperson – shall assist Honorary Chairperson in all aspects and shall chair meeting in the event of the absence of the Honorary Chairperson.
- 5.3 2nd Deputy Honorary Chairperson – shall assist Honorary Chairperson and 1st Deputy Honorary Chairperson in all aspect.
- 5.4 Honorary Secretary – shall take minutes for all meetings and acts as the liaison officer for the PTA and shall be responsible for all administrative aspects of the PTA, including keeping record of all members.
- 5.5 Assistant Honorary Secretary – shall assist the Honorary Secretary in all aspects.
- 5.6 Honorary Treasurer – shall be responsible for all financial aspects of the PTA.
- 5.7 Assistant Honorary Treasurer – to assist Honorary Treasurer with the financial aspects of the PTA.
- 5.8 Ordinary Committee Members – to assist in the execution of activities or functions planned. Roles and responsibilities of ordinary Committee members are subjected to change according to the needs but any alterations will be recorded and documented by the Honorary Secretary of the PTA.

ARTICLE 6 MEETINGS

- 6.1 All meetings of the PTA will be held at Chung Hua Middle School, Kuala Belait.
- 6.2 The Annual General Meeting (AGM) shall be held as soon as possible after the closing of the financial year and the date is to be fixed by the Committee.

CONSTITUTION

Parent Teacher Association, Chung Hua Middle School , Kuala Belait

- 6.3 At least one half of the total membership of the PTA or twice the number of the Committee members, whichever is lesser, must be present at the AGM for its proceeding to be valid and to constitute a quorum.
- 6.4 If half an hour after the time set for the meeting, a quorum is not present, the meeting shall be postponed to a date to be decided by the Committee.
- 6.5 On the date set for the postponed meeting stated in 6.2.2, and if a quorum is again not present after half an hour of the time set, the members shall have the power to proceed with the business of the day but they shall not have the power to alter the rules of the PTA or to make decisions affecting the whole membership.
- 6.6 The business of the AGM shall be:
 - 6.6.1 To receive the Committee's report on the work of the PTA during the previous year
 - 6.6.2 To receive report from the Honorary Treasurer on the audited accounts of the Association for the previous financial year.
 - 6.6.3 To elect a Committee and to appoint two (2) auditors for the new term.
 - 6.6.4 To deal with other matters as may be put before it.
- 6.7 The Honorary Secretary shall send to all members at least fourteen (14) days before the AGM, an agenda including copies of minutes and report together with the audited accounts of the PTA for the previous year. Copies of these documents can also be made available at the registered place of business of the PTA for the perusal of the members on request.
- 6.8 An Extraordinary General Meeting (EGM) of the PTA shall be convened:
 - 6.8.1 Whenever the Committee deem it desirable; or
 - 6.8.2 At the joint request in writing of not less than twenty (20) members, excluding PTA Committee members stating the reasons requesting for such meeting.
- 6.9 An EGM requested by members shall be convened for a date within thirty (30) days of the receipt of such requisition.
- 6.10 Notice and agenda for an EGM shall be forwarded by the Honorary Secretary to all members at least fifteen (15) days before the date set for the meeting.
- 6.11 The Honorary Secretary shall forward a copy of the draft of minutes of each annual and extraordinary general meeting to all members as soon as possible no later than two (2) weeks after the has been conducted.

CONSTITUTION

Parent Teacher Association, Chung Hua Middle School , Kuala Belait

ARTICLE 7 FINANCIAL MATTERS

- 7.1 The source of PTA's income shall be from:
 - 7.1.1 contributions from members
 - 7.1.2 fund raising activities
- 7.2 All money of the PTA shall be deposited in a current account of a bank in Negara Brunei Darussalam. The bank account shall be in the official name of the CHUNG HUA MIDDLE SCHOOL PARENT-TEACHER ASSOCIATION, KUALA BELAIT.
- 7.3 The Honorary Treasurer and any one (1) of the signatories below are required for the operation of the account;
 - 7.3.1 Honorary Chairperson
 - 7.3.2 1st Deputy Honorary Chairperson
 - 7.3.3 Honorary Secretary
- 7.4 The keeping of accounts of income and expenditure of the PTA and the publications of such accounts to the members of the PTA annually shall be the responsibility of the appointed Honorary Treasurer.

ARTICLE 8 AUDIT

- 8.1 One or more persons, who shall not be office-bearers of the PTA, shall be appointed as Honorary Auditors. They shall hold office for a period of two years and shall not be reappointed for a consecutive term.
- 8.2 The Auditor/Auditors shall be required to audit the accounts of the PTA for the year and to prepare yearly report for the AGM.
- 8.3 The Auditor/Auditors may also be required by the Honorary Chairperson to audit the accounts of the PTA for any period within their tenure of office at any date and to make a report to the Committee.

ARTICLE 9 AMENDMENTS

- 9.1 This Constitution may be amended only at the AGM of the CHUNG HUA MIDDLE SCHOOL PARENT-TEACHER ASSOCIATION, KUALA BELAIT by a two-thirds vote of the members present, provided that notice of the proposed amendment (i.e. included in the agenda) shall have been given at least two (2) weeks prior to the meeting at which that amendment is voted upon.
- 9.2 A special Committee may be appointed to submit a revised constitution as a substitute for the existing one by a majority vote at a meeting of the PTA, or by a two-thirds vote of the PTA Committee. The requirements for adoption of the revised constitution shall be the same as in the case of an amendment.

CONSTITUTION

Parent Teacher Association, Chung Hua Middle School , Kuala Belait

ARTICLE 10 LIMITATIONS

- 10.1 PTA shall have no authority over matters relating to the administration of the school and the service and working conditions of teachers and staff of the school.
- 10.2 Only with the express permission given by the Principal, shall the PTA conduct fund-raising activities for the PTA's fund for the benefit of the students' welfare.
- 10.3 PTA meetings shall not be used as a platform for voicing dissatisfaction/disagreement between the PTA and Principal or Staff, or the Ministry of Education, or The Government of His Majesty The Sultan and Yang Di Pertuan of Negara Brunei Darussalam.

Last Page of Constitution