



## TOPFLIGHT COLLEGE PTA POLICY

<b>Approved by:</b>	<b>Pastor Paulina Adeyeye</b>
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# TOPFLIGHT COLLEGE PTA POLICY

## **Purpose**

The purpose of our school's Parent-Teacher Association (PTA) is to foster a collaborative environment between parents, teachers, and school administration to enhance the educational experience and well-being of all students.

## **MEMBERSHIP**

### **Eligibility**

- All parents or guardians of enrolled students, teachers, and administrative staff of our school are eligible for membership.
- Membership is automatic for eligible individuals; no additional enrollment process is required.

### **RIGHTS AND RESPONSIBILITIES**

- Members have the right to attend all PTA meetings, vote on issues, and stand for election to the PTA Executive Committee.
- Members are expected to participate actively in meetings, respect differing viewpoints, and support PTA initiatives.

## **MEETINGS**

### **Schedule:**

- Regular meetings will be held termly during the school year. The meetings may be physical or virtual.
- Special meetings can be called by the Executive Committee with at least one week's notice.

### **Quorum:**

- A quorum for regular and special meetings shall be 10% of the active membership, including at least two Executive Committee members.

### **Decision-Making:**

- Decisions will be made by a simple majority vote of members present, except for amendments to this policy which require a two-thirds majority.

## **EXECUTIVE COMMITTEE**

**Composition:** The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, and up to three Members-at-Large.

- Officers shall be elected annually by a majority vote of members present at the last regular meeting of the school year.

### **Duties**

1. President: Leads meetings, represents the PTA in school matters, and oversees committee functions.
2. Vice President: Assists the President and assumes their duties in their absence.
3. Secretary: Maintains meeting minutes, manages correspondence, and keeps records of membership.
4. Treasurer: Manages finances, presents financial reports, and prepares the annual budget.
5. Members-at-Large: Support specific projects and represent general membership interests.

Other roles can be created as needed.

### **Committees**

#### **Formation**

- Standing and ad hoc committees may be formed to address specific areas such as fundraising, events planning, training workshops, and school improvement et.

#### **Reporting**

- Committees report to the Executive Committee and the general membership during regular meetings.

## **FINANCES**

### **Budget**

- The Treasurer, in consultation with the Executive Committee, will prepare an annual budget to be approved by the membership.

### **Expenditures**

- All expenditures must be authorized by the Executive Committee.

- A financial report will be presented at each regular meeting and an annual financial review will be conducted.

### **Fundraising**

- Fundraising activities must align with the school's values and comply with relevant regulations.

- Funds raised are to be used exclusively for the benefit of the students and the school.

## **CODE OF CONDUCT**

- Members must adhere to respectful and inclusive behavior.

- Discrimination, harassment, and disruptive behavior will not be tolerated.

- Conflicts of interest must be disclosed, and individuals must recuse themselves from decision-making where a conflict exists.

## **AMENDMENTS**

- Amendments to this policy may be proposed by any member.

- Amendments require a two-thirds majority vote at a regular meeting, with prior notice given to all members.

## **DISSOLUTION**

- In the event of the PTA's dissolution, remaining funds and assets will be distributed to the school for educational purposes in accordance with relevant laws and regulations. The dissolution of the PTA may be considered under the following conditions:

### **1. Lack of Participation and Engagement:**

- Consistently low attendance at meetings and events.

- Insufficient member involvement in PTA activities, making it difficult to meet quorum requirements and carry out planned initiatives.

### **2. Financial Mismanagement:**

- Repeated incidents of financial mismanagement or misuse of funds.

- Inability to produce accurate financial reports or to conduct necessary financial reviews and audits.

- Accumulation of unmanageable debt or financial liabilities.

### **3. Internal Conflict:**

- Persistent and unresolved conflicts among members or between the PTA and school administration.

- Breakdown of effective communication leading to an unproductive and hostile environment.

- High turnover of executive members due to conflicts and dissatisfaction.

### **4. Non-Compliance with Policies and Regulations:**

- Failure to adhere to the bylaws, school policies, or relevant legal requirements.

- Repeated violations of the PTA's code of conduct, such as instances of discrimination, harassment, or unethical behavior.

### **5. Lack of Clear Goals and Achievements:**

- Inability to set and achieve meaningful objectives that benefit the school community.

- Repeated failure to complete projects or initiatives, leading to a loss of confidence among members and stakeholders.

### **6. Ineffective Leadership:**

- Leadership that fails to inspire or engage members.

- Poor management and organizational skills among the executive committee.

- Frequent changes in leadership that destabilize the PTA's operations and continuity.

### **7. Redundancy and Irrelevance:**

- The PTA's goals and activities become redundant with other school initiatives or organizations.

- Perception that the PTA is no longer contributing value to the school community or fulfilling its intended purpose.

### **8. Legal or Ethical Violations:**

- Engagement in activities that are illegal or unethical.

- Involvement in controversies that damage the PTA's reputation beyond repair.

### **9. Decision by School Administration:**

- Decision by the school administration, in consultation with key stakeholders, that the PTA is no longer beneficial or necessary for the school community.