

**HARMONIZED CONSTITUTION OF THE PARENTS' TEACHERS' ASSOCIATION FOR THE NIGERIAN AIR FORCE SCHOOLS**

**PREAMBLE:** The NAF authority hereby solemnly states that this document shall be known and referred to as “The Constitution of the Parent Teachers Association of Nigerian Air Force Schools”. It is designed to promote a better and conducive academic environment for the welfare of the learners and the teachers. This constitution shall come into effect on such date as determined by the convening authority.

**ARTICLE 1: NAME**

1.1. This Association shall be known, addressed and called “**THE PARENTS' TEACHERS' ASSOCIATION OF NIGERIAN AIR FORCE SCHOOLS.**”

**ARTICLE 2: MOTTO**

2.1. Willing, Able and Ready.

**ARTICLE 3: SUPREMACY**

3.1. This constitution is supreme and the provision shall be binding on all members (if any rule, regulation or standing rule is inconsistent with the provision of the constitution, this constitution shall prevail and the rule shall to the extent of its inconsistency be null and void.)

**ARTICLE 4: MEMBERSHIP**

4.1. Membership of the Association shall be automatic for all the teachers in the school and all parents and legal guardians of the learners during the subsistence of their valid admission at the school. Upon graduation of their last children/wards they automatically cease to be members of the PTA.

## **ARTICLE 5: AIMS AND OBJECTIVES**

5.1. It shall be the purpose of the Association to:

5.1.1. Provide a forum for parents and teachers to share information, ideas and views designed to promote the welfare of the children, and for an improved relationship between the teachers, learners and the school authorities.

5.1.2. Deliberate on matters affecting the learners vis –a- vis the teachers and make suggestions and recommendations to the school authorities.

5.1.3. Liaise and cooperate with other Agencies and Associations catering for the welfare and educational advancements of the children.

5.1.4. Work to provide additional resources which will be necessary to create safe and conducive environment for the learners, assist the teachers in their professional work and the school to execute some projects in the school.

5.1.5. Ensure a uniform and good standard of discipline, both at home and at school.

## **ARTICLE 6: MEMBERS' RESPONSIBILITY**

6.1. Every member shall attend all scheduled general meetings.

6.2. Members should ensure that their children or wards return to school on the resumption day.

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6.3. Members should endeavor to pay fees for the new term as prescribed by the school authorities.

6.4. Members should ensure that no contrabands are given to children and wards when coming to school.

6.5. It is compulsory for all parents and guardians to visit the school on the open day and access the performance of their children or wards.

6.6. Parents and guardians should provide all needed materials and books for their children and wards to ensure efficient class work.

6.7. Parents and guardians should inform the school of health challenges their children or wards have.

### **ARTICLE 7: OFFICERS OF THE ASSOCIATION**

1. Chairman.
2. Vice Chairman.
3. Secretary.
4. Assistant Secretary.
5. Treasurer (Vice Principal Administration/Head Teacher).
6. Financial Secretary.
7. Welfare Officer.
8. Public Relation Officer.
9. Auditors.
10. Legal Adviser/Solicitor.
11. Ex-Officio Member.

12. Patron.
13. Comdt/GEO/BEO/Head Teacher.
14. Provost.
15. Vice Principal Academic.

## **ARTICLE 8: FUNCTIONS/DUTIES OF THE EXCOS AND OFFICERS**

**8.1 EXECUTIVE COMMITTEE:** The functions of the Executive Committee shall be to:

- a. Coordinate all the activities of the Association and submit Annual Financial reports to the general meeting at the end of every academic year.
- b. Summon meetings of the Association through the secretary.
- c. Form special committee for a specific assignment as may be deemed necessary from time to time in accordance with the provisions of this constitution.
- d. Constitute Audit committee for the purpose of auditing the Associations account annually.
- e. Implement all the decisions of the Association in Accordance with the provisions of the constitution.

## **8.2 OFFICERS**

**8.2.1. CHAIRMAN:** The chairman shall:

- a. Preside over all meetings of the Association at which he/she is present.
- b. Organize Committee for any project which must be approved by EXCO members.

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- c. Direct other officers in the conduct of their assigned responsibilities.
- d. Exercise such powers as may be vested on him by the Executive Committee or the general meeting.
- e. Be the accounting officer of the Association in his capacity as the head of the Association.
- f. Be the major signatory to all the Association's banking transactions. This shall include opening of account and withdrawal, etc.
- g. Have a casting of vote in case of a tie in votings.
- h. Be easily accessible.
- i. Submit an annual report at the general meeting of the Association.
- j. Sign all adopted minutes.
- k. Be the chief custodian of the constitution and shall at all times, ensure observance of its provisions.

### 8.2.2. **VICE CHAIRMAN:** The Vice Chairman shall:

- a. Assist the Chairman in the performance of his or her functions.
- b. Act for and perform as a Chairman in his/her absence.
- c. Perform other duties as shall be assigned by the Chairman.

### 8.2.3. **SECRETARY:** The Secretary shall:

- a. Be responsible for all correspondences on behalf of the association and have custody of all documents of the association.
- b. Take minutes of all meetings of the EXCO and the general meeting of the association.

- c. Enter into correspondence with any person or organization as may be directed by the executive committee as well as the general meeting.
- d. Keep accurate records of the proceedings of all the meetings.
- e. Generally be responsible for the association's secretariat, furniture and other assets of the association.
- f. Undertake other functions incidental to his/her office.

8.2.4. **ASSISTANT SECRETARY:** The Assistant Secretary shall:

- a. Assist the secretary in the performance of his/her functions.
- b. Perform the functions of the secretary when the secretary is absent.
- c. Be generally answerable to the secretary in the performance of his/her duties.

8.2.5. **TREASURER:** The Treasurer shall:

- a. Be the Vice Principal Administration/Head Teacher of the school.
- b. Be the custodian of the Association's fund.
- c. Collect all Association's monies and pay into the Association's bank account within 48 hours or within the first 2 working days in the event the money came in during weekend or public holidays.
- d. Be a signatory to the Association's account and shall make withdrawals and deposit of the Association's monies for and on behalf of the Association.

8.2.6. **FINANCIAL SECRETARY:** The Financial Secretary shall:

- a. Prepare and submit an audited account of the association to the general meeting termly.
- b. Give a written financial statements of the association's account to the general meeting at the beginning of every academic session.
- c. Keep proper books and statements of account of the association and make them ready for the auditors when demanded.
- d. Submit annual financial report to the Association.
- e. Keep accurate records of all financial transactions of the Association.

8.2.7. **WELFARE OFFICER:** The Welfare Officer shall:

- a. Be in charge of entertainment of any gathering of the Parents' Teachers' Association.
- b. Organize welfare packages whenever it is necessary as directed by the EXCOS.
- c. Be in charge of the general welfare of all the members of the Parents' Teachers' Association.

8.2.8. **PUBLIC RELATION OFFICER:** The Public Relation Officer shall:

- a. Publicize all activities of the association and arrange for press coverage of such activities where the need arises.
- b. Any matter for publication shall have the approval of the EXCO.
- c. Promote the good image of the association.

8.2.9. **AUDITORS:** The Auditors shall:

- a. Be 2 qualified financial auditors of the association which shall be responsible to the general meeting and shall not be members of the EXCO.
- b. Carry out financial audit of the association.
- c. Present the audit report of the PTA at the general meeting of the third term of each Academic Session.

8.2.10. **LEGAL ADVISER/SOLICITOR:** The Legal Adviser/Solicitor shall:

- a. Act on all legal matters/issues of the association.
- b. Be responsible for the drafting of documents which requires legal expertise and such other duties that may be assigned by the chairman.

8.2.11 **EX - OFFICIO:** The Ex Officio shall:

- a. Be the immediate past chairman of the association.
- b. Attend all meetings and advise the chairman and the general meeting on all matters which he has personal knowledge of.

8.2.12. **PATRON**

- a. The Patron shall be a person who supports the association in cash and kind.
- b. The Patron shall at his/her convenience attend PTA meetings and social functions of the school.
- c. The position of the patron shall be open to more than one person at the same time as occasion demands.



8.2.13. **COMDT/GEO/BEO/HEAD TEACHER:** The Comdt/GEO/BEO/Head Teacher shall:

- a. Report to the general house all matters affecting the educational advancement of the learners.
- b. Encourage tours and visits to places of historical and national interest for the education and awareness of all the learners.
- c. Engage the services of part- time teachers to supplement the teaching staff members provided by the school authorities in the overall interest of the learners.

8.2.14. **PROVOST:** The Provost shall:

- a. Maintain law and order during meetings and other gatherings of the association.
- b. Perform all other duties as directed by the chairman.

8.2.15. **VICE PRINCIPAL ACADEMIC:** He/she liaises with the Comdt and makes known to the Association the academic needs of the learners.

## **ARTICLE 9: ELECTORAL GUIDELINES AND ELECTION**

### **9.1. ELECTORAL GUIDELINES**

- a. The executive committee shall be dissolved by the Chairman at the end of the deliberations of the general meeting of an election term.
- b. On the vacation of seats by the dissolved executive committee, the Chairman shall appoint 3 members from the general meeting to form the electoral committee to conduct election into vacant offices on the same day of the dissolution of the EXCO.

c. The electoral committee shall appoint one of them as the chairman and another as the secretary and returning officer respectively for the purpose of conducting elections into offices.

d. Nomination for each office shall be made by the general house and up to a maximum of 3 persons for an office of which each nomination must be seconded for a nominee to be eligible to be voted for.

e. Voting shall be by show of hands which must be counted there and then by the members of the electoral committee and subject to an independent count and confirmation by an Ex – officio member and the person with simple majority vote shall be declared the winner.

f. Where a candidate is nominated and seconded and there is no other nomination of candidates to contest for the office, the person nominated (unopposed) shall go through the election process and be declared elected with the counted number of votes.

g. Where at the end of voting and there is a tie (equal vote) between 2 candidates, there shall be a run-off election immediately and the person with the highest simple majority vote shall be declared winner.

## 9.2. **ELECTION**

a. All offices mentioned under Article 7 except Comdt/GEO/BEO, Patron, Treasurer, Vice Principal Academic, Auditors and Ex Officio members shall be by election.

b. All other offices shall be contested for by all members.

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c. The office of the Vice Chairman is reserved for whoever emerges the second in position after the election of the Chairman.

d. The offices of the Secretary, Welfare Officer, Treasurer and Financial Secretary shall be reserved for the teachers in the school while post of the Chairman, Vice Chairman, Public Relation Officer shall be contested by parents alone. The Provost shall be either a retired or serving personnel amongst the parents alone. All offices will be contested on the floor of the house during election.

**9.3. TENURE OF OFFICERS:** Election of Officers shall be held bi-annually (i.e every 2 years) this means that every executive member shall serve one tenure of 2 years.

### **9.4. QUALIFICATION FOR PARTICIPATION**

a. Subject to the provisions of this constitution, every member shall vote and be voted for, provided such a member has a child/ward in the school or is a teacher in the school.

b. Whereas all members with less than 3 years active participation in the association shall be eligible to participate in the election but shall be ineligible for election into the office of the chairman on one hand and any member with less than 2 active participation shall be ineligible for election into the office of the secretary on the other hand.

c. A member of the EXCO whose child/ward has completed his/her education and no more a learner of the school before the expiration of the tenure of the parent shall be allowed to remain as a member of the association until the expiration of the tenure of that executive committee.

## **ARTICLE 10: ASSUMPTION OF OFFICE**

10.1 At the conclusion of elections, the electoral committee shall be dissolved by the chairman after which the new executive committee shall be sworn in by the Head of the School and they shall assume office immediately to conclude the general meeting for the day. In the event of any suspected misconduct of the Executive, inimical to the system, the school heads should liaise with the Command Education Officer for the appropriate action.

b. The past executive committee shall within 14 days hand over all the properties of the association under their care to the new executive committee including change of signatories to the association's accounts in the bank/banks.

c. No member of the past executive committee is allowed to remain in office or be a member of the new executive after the dissolution of the executive committee which he/she was a member unless re- appointed or re- elected.

## **ARTICLE 11: BYE ELECTIONS**

All bye elections arising from resignation, removal or death of a member of the executive shall be conducted by the Executive Committee, through an emergency (special) general meeting of the Association summoned for this purpose within 21 days of such occurrence/vacation of office.

## **ARTICLE 12: RESIGNATION**

12.1 Any member of the executive who wishes to resign, shall do so in writing addressed to the chairman who shall acknowledge same also in writing within 7 days of receipt of such resignation letter. He shall call for an

extra-ordinary Exco meeting within 14 days for the purpose of filling the vacated office.

### **ARTICLE 13: REMOVAL FROM OFFICE**

13.1. A member/officer will be removed from office as a result of any wrongful act (as may be deemed necessary by the Executive Committee) and also failure to attend EXCO meeting 3 consecutive times without apologies will lead to the removal of an officer. Such position shall not be filled until an emergency general meeting of the PTA is summoned and approval is given by the general house.

13.2. In the case of a letter from an EXCO member, the letter must reach the chairman directly or through any other member not less than three days to any EXCO meeting. Such an excuse/apology ought to be tenable in nature in the opinion of the majority of the EXCO members.

### **ARTICLE 14: MEETINGS, QUORUM AND MOTIONS**

#### **14.1. GENERAL MEETINGS**

- a. The PTA shall hold at least one general meeting in each school term.
- b. The Executive Committee Meetings. The Executive Committee shall hold their meetings from time to time either general or emergency meetings as may be deemed necessary by the chairman and secretary.
- c. The Executive shall call for an emergency general meeting of the PTA when the need arises.

#### **14.2. QUORUM**

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- a. The quorum in the case of general meeting of the PTA shall be at least one quarter (1/4) of all the members including the officers of the Association present at the meeting.
- b. The Quorum in the case of Executive Committee meeting shall be at two thirds (2/3) of officers, provided the officers in article 7 subsection 1 and 2 are also present.

### 14.3. **MOTIONS**

- a. All motions must be properly moved and seconded.
- b. Contribution to the motions must be by a show of hands or permission to speak.
- c. No member shall be allowed to make contribution(s) to a motion on the floor without the express permission of the chairman or the provost.
- d. Members must observe civility during the meeting.

## **ARTICLE 15: FUNDS AND BANKING**

### 15.1 Funds of the Association shall be:

- a. Termly Levies as may be approved by the Headquarters Nigerian Air Force.
- b. Donations and contributions that may be approved by PTA during their meetings.

## **ARTICLE 16: SIGNATORIES**

16.1. There shall be 3 signatories to the account of the association consisting of the chairman, the treasurer and the financial secretary. The chairman shall be the major Signatory (A), the treasurer shall be the B

signatory while the financial Secretary shall be the C signatory. Either A and B or A and C can make a withdrawal.

### **ARTICLE 17: MISAPPROPRIATION**

17.1. Any member or officer of the Association found to have misappropriated any fund or property of the Association shall be made to refund same.

17.2. Any member or officer who fails to refund any fund or property misappropriated shall be handed to the Air Provost Squadron, who will do due diligence and act accordingly.

### **ARTICLE 18: ATTENDANCE AT SCHOOL ACTIVITIES**

18.1. A member shall attend

18.1.1. Open/Visiting Day and PTA general meetings in every term.

18.1.2. Sporting, Clubs and Cultural events.

18.1.3. Speech and Prize Giving Days and Graduation/Valedictory Ceremonies.

18.1.4. End of the Year Party (if invited).

### **ARTICLE 19: BENEFITS/PRIVILEGES**

19.1. In case of death of a member (husband or wife) the Association shall visit the bereaved family with a condolence letter.

19.2. In case of death involving a member's child/ward who is a learner in the school, the Association shall pay a condolence visit to such a member.

19.3. The EXCO shall arrange and handle send forth for the School Head when he/she is posted or retiring from the service.

19.4. Any member of the EXCO shall be entitled to a parting gift and plaque which shall carry the NAF logo at the successful end of his/her tenure.

e. Stakeholders should be assisted in securing admission into NAF schools depending on available vacancies.

## ARTICLE 20

20.1. **AMENDMENT OF THE CONSTITUTION:** The amendment of the constitution shall be carried out on the order of the Director of Education Headquarters Nigerian Air Force.

## ARTICLE 21

21.1. **CITATION AND COMMENCEMENT:** “The Constitution of the Parents’ Teachers’ Association of Nigerian Air Force Schools” and its provisions shall come into force from the day it is approved by the convening authority.

## ARTICLE 22

### DEFINATION OF TERMS:

1. **Association**. Association means the Parents’ Teachers’ Association (PTA).
2. **Constitution**. Constitution means the constitution of the PTA of Nigerian Air Force Secondary/Primary Schools.
3. **Executives**. Executives means the officers of the Association as listed in article 7.



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4. **Ex-Officio.** Ex-Officio means the former chairman of the Association.
5. **Members.** Members means a parent/guardian, a teacher/staff of the school.
6. **Parent.** Parent means a person whose child or children is/are attending the school.
7. **Teacher.** Teacher means a teacher employed to teach or take care of the learners in the school.
8. **Guardian.** Guardian means any person whose ward or wards is/are attending the school.
9. **Meeting.** Meeting means the general or emergency meeting of the PTA.
10. **EXCO Meeting.** EXCO Meeting means the meeting of the executive of the Association.
11. **Quorum.** Means Quorum as defined in the constitution.
12. **School.** School means Nigerian Air Force Schools.
13. **Simple Majority.** Simple majority means majority votes of all members present and voting at any General Meeting or Committee Meeting.
14. **Committee.** Committee means a group of members who are chosen to do a particular job.
15. **Committee Meeting.** Means meeting of a committee of the Association headed by the Chairman, Vice Chairman or anybody nominated by the members present.

16. **General House.** General house means general assembly of the Association at a meeting.
17. **General Meeting.** Means PTA General meeting.
18. **Emergency Meeting.** Emergency meeting means a meeting other than the general meeting or EXCO meeting summoned by the Chairman.