

THE CONSTITUTION OF  
THE PARENTS TEACHERS ASSOCIATION (PTA)

NIGERIAN COLLEGE OF AVIATION  
TECHNOLOGY SCHOOLS, ZARIA

DRAFT

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## PREAMBLE

We parents, guardians, sponsors and teachers of Nigerian College of Aviation Technology Schools, Zaria; having the desire to provide, sustain, promote and constantly advance a sound, meaningful and qualitative education for our children, do hereby jointly and severally agree to come together and constitute ourselves into an Association whose membership shall embrace all parents, guardians, sponsors, and teachers of all registered pupils and students of Nigerian College of Aviation Technology Schools, Zaria. The Association shall be non-political, non-religious, and non-tribal.

## ARTICLE I: IDENTITY

### SECTION I - NAME

The Association shall be called **Nigerian College of Aviation Technology Schools Parents Teachers Association**, otherwise known as “NCAT PTA”; hereinafter referred to as “**THE ASSOCIATION**”.

### SECTION II - MOTTO

The motto of the Association shall be “Our Children, Our Future!”.

### SECTION III - LOGO

The logo of the Association shall be the regular school logo.

### SECTION IV - LOCATION

The headquarters of the Association shall be at the school premises, Nigerian College of Aviation Technology Schools, Zaria.

## ARTICLE II: AIMS AND OBJECTIVES

The Aims and Objectives of the Association shall be:

- a. To provide an accessible platform for all parents, guardians, sponsors, and teachers of all registered pupils and students of Nigerian College of Aviation Technology Schools, Zaria (hereinafter referred to as “the School”) to meet, exchange positive views, analyze issues, make recommendations, take and collectively pursue implementation of decisions on matters affecting education in the School;

- b. To support and cooperate materially, morally and financially with the School to achieve high standards of academic performance, discipline, moral rectitude, and service delivery in the School;
- c. To foster mutual understanding, harmonious relationships and cooperation among members in the fulfilment of their common aims, the welfare of the School, and of the pupils and students therein;
- d. To make for a healthy and sympathetic understanding of the educational policies and programmes of government and thus create a sustainable climate for the reception of same;
- e. To infuse into the children a sense of security, parental care in their pursuit of academic excellence and moral probity through regular discussions of the issues that may affect their academic performances and general welfare;
- f. To ensure that teaching staff have a greater insight into the home backgrounds of their students so that the students' difficulties, problems and emotional challenges could be understood with better sympathy and love;
- g. To assist materially, morally, financially and every otherwise towards providing the School with such additional requirements that will enable them adequately carry out their educational functions;
- h. To help popularize the School to the public and defend its honour, integrity and relevance.

## ARTICLE III: MEMBERSHIP

### SECTION I - QUALIFICATION

- a. Any individual who has one or more of his or her child or ward registered as a pupil or student in the School shall be a member of this Association.
- b. Any individual who is employed or engaged as a teaching staff in the School shall be a member of this Association.
- c. Representative of the Ministry of Education (MoE) Zonal/Area Office, Sabon Gari Local Government Education Department, Kaduna State.

### SECTION II - TERMINATION

- a. Any individual who no longer has any child or ward registered as a pupil or student in the School shall cease to be a member of this Association.
- b. For the avoidance of doubt, only parents, guardians and sponsors whose financial dues are up-to-date shall be recognized as financial members and shall be accorded the benefits of the Association.

## ARTICLE IV: OFFICES AND FUNCTIONS

### SECTION I - OFFICES

There shall be the following offices for the Association:

- a. A Chairman, who shall be a parent or guardian.
- b. A Vice Chairman, who shall be a parent or guardian.
- c. A Secretary, who shall be a teaching staff of the School.
- d. An Assistant Secretary, who shall be a teaching staff of the School.
- e. A Treasurer, who shall be a parent or guardian.
- f. A Public Relations Officer, who shall be a parent or guardian.
- g. A Financial Secretary, who shall be a parent or guardian.
- h. Two Ex-Officio members, who shall be from the immediate past ExcOs.

### SECTION II - FUNCTIONS OF OFFICERS

The persons occupying the offices mentioned in Section I above shall constitute the Executive Committee of the Association; and the Executive Committee shall include the Principal of the School and Head Teacher of the Nursery/Primary Section.

1. CHAIRMAN
  - i. Shall preside over all meetings including the executive, emergency and general meetings of the Association.
  - ii. Shall cause the summoning of all meetings.
  - iii. Coordinate and harmonize the activities of the Association.
  - iv. Delegate powers to any officer to discharge extra functions for the overall benefit of the Association when the need arises.
  - v. Perform such other function as may be prescribed elsewhere in this Constitution.
2. VICE CHAIRMAN
  - i. Assist the Chairman in the discharge of duties.
  - ii. Act for the Chairman in his/her absence, or when the Chairman is otherwise unable to perform his duties.
  - iii. Discharges any other responsibilities assigned by the Chairman.
3. SECRETARY
  - i. The Secretary shall maintain a register of all members.
  - ii. The Secretary shall write and keep accurate records of all minutes of the Association's general and Executive Committee meetings.
  - iii. Read the minutes of previous meetings for subsequent adoption.

- iv. Conduct all the correspondences of the Association.
  - v. Prepare the agenda for all meetings in conjunction with the Chairman.
  - vi. Shall perform such other functions as may be prescribed elsewhere in this Constitution.
  - vii. Shall summon general and executive meetings on the directives of the Chairman, or as decided by the Association or its Executives.
4. ASSISTANT SECRETARY
- i. Shall assist the Secretary in the discharge of the Association's secretarial duties.
  - ii. Shall act as Secretary in the absence the Secretary.
5. FINANCIAL SECRETARY
- i. Shall, in conjunction with the Chairman and Treasurer, maintain the Association's account with a designated bank in Zaria.
  - ii. Shall, in conjunction with the Principal, be responsible for collecting the Association's monies, funds or donations and hand them over to the Treasurer within forty-eight hours after collection.
  - iii. Keep accurate records of all monies, funds and donations collected, as well as all expenses incurred.
  - iv. Shall issue receipts for all levies, dues, or donations collected.
  - v. Shall prepare an annual financial report for presentation at a general meeting.
  - vi. Shall present on demand the Association's books of account to Auditor(s) for necessary action.
  - vii. Shall not withdraw any funds from the Association's bank account except with the consent and signature of the Chairman and/or Treasurer.
6. TREASURER
- i. Shall collect from the Financial Secretary, all monies due to the Association and deposit same into the Association's bank account within 72 hours after collection.
  - ii. Shall keep accurate records of the Association's monetary transactions.
  - iii. Shall pay only bills covered by written order signed by the Chairman and supported by the minutes (general, executive, or emergency meeting) where such expenditure was approved.
  - iv. Shall not withdraw any funds from the Association's bank account except with the consent and signature of the Chairman and/or Financial Secretary.
  - v. Shall present on demand the Association's books of account to Auditor(s) for necessary action.
  - vi. Shall perform other functions as may be prescribed elsewhere by this Constitution.
7. PUBLIC RELATIONS OFFICER

- i. Shall be the chief image-maker of the Association.
- ii. Shall, in consultation with and approval of the Chairman, issue releases to the press (radio, television, newspapers, blogs, etc) on matters affecting the Association.
- iii. Shall, as occasion demands, intimate members of the Association and the general public with any decisions arrived at, at general or executive meetings.

8. EX-OFFICIO MEMBERS

- i. They shall attend all meetings called by the Association.
- ii. They shall provide relevant inputs to guide decision making.
- iii. They shall perform functions as may be prescribed elsewhere by this Constitution.

9. THE PRINCIPAL AND HEAD TEACHER

- i. They shall attend all meetings called by the Association.
- ii. They shall provide relevant inputs to guide decision making.
- iii. They shall perform functions as may be prescribed elsewhere by this Constitution.

## ARTICLE V: TENURE OF OFFICE

### SECTION I – NORMAL TENURE

- a. The tenure of office for any elected Executive Committee shall be a period of two years except as may be otherwise determined in accordance with this Constitution.
- b. On the expiration of the first term of office, an officer may be eligible for re-election for another term of two years.
- c. No person shall be elected to the same post for more than two terms (four years).

### SECTION II – RESIGNATION

- a. In the event of Chairman resigning his office, he shall handover all properties of the Association to the Vice Chairman within 48 hours.
- b. Other than the Chairman, any other officer(s) whose resigns his/her office shall handover all properties of the Association to the Chairman within 48 hours.
- c. In the event of resignation of the entire Executive Committee, a Caretaker Committee shall be appointed by congress as provided elsewhere in this Constitution (see Article X Section Y (c) of the Constitution).

### SECTION III – DISSOLUTION

- a. The Executive Committee stands dissolved at the end of each term of office as provided by this Constitution.
- b. The Chairman shall, at the end of tenure of his/her team, call a General Congress Meeting for the purpose of dissolving the Executive Committee and election of a new one.
- c. In the event of the Chairman failing to call a General Congress Meeting in accordance with (b) above, two-third of members of the Association shall have the right to call a special meeting which shall dissolve the Executive Committee and elect new officers or constitute a Caretaker Committee.

## ARTICLE VI: ELECTIONS

### SECTION I – ELECTIONS

- a. All members (as provided in Article III, Section I(a) and (b)) shall be eligible to vote and be voted for as stipulated in this Constitution.
- b. Election shall be by raising and counting of hands (i.e. open balloting).
- c. Members can nominate themselves or others for election into any post.
- d. No member shall propose more than one candidate for a post.
- e. For each nomination made, there must be at least one seconder to the nomination.
- f. Nomination or voting by proxy shall not be allowed.
- g. Nomination of candidates to any elective post shall be made during a Congress meeting.
- h. More than one person may be nominated for a post.
- i. A nominee shall stand elected if:
  - i. He/She has the highest number of votes cast in the elections.
  - ii. He/She contests un-opposed.
  - iii. If there is a tie between aspirants, a fresh election to the post shall be conducted in which case the candidate with the highest votes stands elected.
  - iv. In case of two deadlocks between candidates during election as provided for in (ii) above, the Chairman of the Electoral Committee shall be allowed to vote so as to break the deadlock.

### SECTION II – ELECTORAL COMMITTEE

- a. Shall consist of three members.
- b. Members of the Committee shall be appointed during general meeting.
- c. The Committee shall be an independent body, and shall vote or be voted for, unless as otherwise provided by this Constitution.
- d. The Committee shall arrange, conduct and supervise all elections.
- e. The Committee shall stand dissolved at the end of the election proceedings.

### SECTION III – DISSOLUTION OF THE EXECUTIVE COMMITTEE

- a. The Executive Committee shall stand dissolved by a motion during general meeting at the end of each tenure of office.
- b. The dissolved Executive Committee shall hand-over all the properties of the Association in their possession within forty-eight (48) hours to the new Executive Committee or Caretaker Committee as the case may be.
- c. There shall be a Caretaker Committee when the need arises before the existing Executive Committee is dissolved.
- d. The Caretaker Committee shall handover all the Association's belongings within forty-eight (48) hours to the newly constituted or elected Executive Committee.

### SECTION IV – BYE-ELECTION

- a. Bye-Election shall be conducted to fill a vacant post provided that office does not become vacant within the last month of tenure of office of the Executive Committee, in which case a competent member of the Association shall be charged with the responsibility of manning the vacant post.
- b. In case there is a deadlock between the candidates as the above-mentioned to such an office there shall be a Yes or No ballot principle.

## ARTICLE VII: MEETINGS

### SECTION I – MEETINGS

- a. There shall be no secret meetings. All meetings of the Association shall be open to all invited participants.
- b. The Chairman shall preside over all meetings; except where contingencies otherwise dictate that the Vice Chairman may preside.
- c. Normal/Regular meetings of the Association shall be held once every school term at the school premises.
- d. The Annual General Meeting, which may be called "Congress", shall hold during the third term and the principal business of Congress will be the presentation of annual reports as well as election of Executive Committee when due.
- e. Normal and emergency meetings of the Executive Committee may be convened at any time the need arises.
- f. The Executive Committee shall fix the date and time for all meetings.

- g. Parent/Guardians who do not attend meetings shall be fined ₦500 per meeting missed. Executive Committee members who do not attend meetings shall be fined ₦1,000 per meeting missed.

## SECTION II – QUORUM

- a. General Meetings: A quorum is formed by one-third of the members present, including the Chairman (or Vice Chairman), Secretary and Principal or Head Teacher.
- b. Executive Committee Meetings: A quorum is formed by the presence of the Chairman (or Vice Chairman), Secretary and any other two members.

## SECTION III – STANDING ORDERS DURING MEETINGS

- a. No member may speak without due permission from the Official presiding over the meeting.
- b. Points of order and observations must be heard in line with the subject matter of the proceedings.
- c. While a member has been granted the floor to speak, no other member may interrupt the one having the floor except on point of order and only when such a point of order is allowed by the presiding officer.
- d. The presiding officer shall rule over all issues in case of controversies and such ruling shall be final.
- e. In case of gross misbehaviour by any member, the presiding officer has the right to send the erring member out from the meeting hall if the offending member fails to yield to calls for order.

## ARTICLE VIII: WELFARE

### SECTION I – WELFARE PACKAGES FOR OFFICERS

In the event of major illness, death, or other such grievous misfortune befalling an Executive member in the course of an official duty of NCAT PTA, the Association shall play a reasonable role in assisting the affected member.

### SECTION II – WELFARE PACKAGES FOR STUDENTS

In the event of major illness, death, or other such grievous misfortune befalling a registered student or pupil of the School during normal school sessions, the Association shall play a reasonable role in assisting the affected student.

## ARTICLE IX: DISCIPLINE

### SECTION I - DISCIPLINE

The Executive Committee shall have powers to suspend any of its members on the following grounds:

- a. Misappropriation of Association's funds.
- b. If found ridiculing the Association's name or image.
- c. If found grossly wanting in the discharge of his/her duties.
- d. Such suspension shall be notified to the congress for final decision during meetings.
- e. Any elected officer impeached shall stand disqualified to contest for any election for a period not less than four years.

## ARTICLE X: FINANCE

### SECTION I – SOURCE OF INCOME

- a. All members of the Association shall pay one thousand Naira (~~₦~~1,000.00) only as P.T.A levy per child each school term. This is subject to review from time to time.
- b. Voluntary donations or any other legitimate means of raising funds may be explored by the Executive Committee.
- c. Other sources of income for the Association shall be levies and fines imposed on members as determined and agreed by the members.

### SECTION II - BANKERS

- a. The Banker to the Association shall be a registered commercial bank agreed upon by the Executive Committee, or the nearest bank to the School as the case might be.
- b. Signatories to the P.T.A bank account shall be the Chairman, Financial Secretary and the Treasurer.
- c. Any two signatories out of the three in (b) above can sign instruments for withdrawal of money from the Association's bank account.

## ARTICLE XI: PROJECTS

### SECTION I - PROJECTS EXECUTION

- a. All projects shall be executed by a committee or committees appointed by the Executive Committee members during one or more meetings.

- b. Areas of intervention projects of the Association shall include:
  - i. School transport
  - ii. Sports equipment
  - iii. Water tanks, pipe-borne water supply or boreholes
  - iv. Renovation of existing classrooms and construction of new ones
  - v. Refurbishment old and provision of new class furniture
  - vi. Renovation or construction of sanitation facilities (toilets)
  - vii. Renovation or provision of learning facilities like libraries, computers, science laboratories and so on.
  - viii. Supplementing human resources (teachers, watchmen, gardeners, etc)

## SECTION II – INDIVIDUAL PROJECTS

Members and well-wishers can also be encouraged to intervene and further assist in a number of ways, other than projects articulated in Section I above.

- a. Provision of books, bags, and other useful gift items during speech and prize giving days.
- b. Carpenters or cabinet makers can volunteer to effect necessary repairs to roofs, ceilings, desks and benches or any other school furniture.
- c. Painters could give the school buildings some occasional face-lift and also teach paintings, interior decoration, etc.
- d. Building contractors could carry out minor jobs to put one or two school buildings in better shape. Flooded or waterlogged areas can be drained or sand-filled and broken fences can be mended.
- e. Some members may accept responsibility for the provision of light refreshments on open days.
- f. Donation of trophies and cups for games and athletics competitions.

## ARTICLE XII: AMENDMENT

### SECTION I - AMENDMENT

Amendment to this Constitution shall be after four years of its approval except where the Congress finds an absolute necessity to call for earlier amendments. A special Congress called for the purpose shall have powers to alter, vary, repeal, add to or amend all or any of the provisions of this Constitution provided two-thirds of members are present and they pass a substantive motion in support of the said amendment.

## ARTICLE XIII: SUPREMACY

### SECTION I - SUPREMACY

This Constitution shall be supreme and its provisions shall have binding force on all members, officers, and functionaries of the NCAT PTA.

## ARTICLE XIV: REPEAL

### SECTION I - REPEAL

This Constitution repeals and replaces all previous Constitutions of the Association, if any, whether previously registered or not.

## DECLARATION

This Constitution was unanimously adopted at the general congress meeting of the Nigerian College of Aviation Technology Schools Parents Teachers Association (NCAT PTA) held on ..... at the premises of the Nigerian College of Aviation Technology Schools, Zaria, Kaduna State.

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**Mal. Idris Bature**  
Chairman