

**MIRIAM COLLEGE LOWER SCHOOL  
PARENT-TEACHER COUNCIL  
CONSTITUTION AND BY-LAWS**

**PREAMBLE**

We, parents, teachers and guardians of children enrolled at the Miriam College Lower School, do embrace our role as vigilant educators of these children:

DESIROUS of preserving and strengthening the sound and traditional values in the upbringing of our children;

CONSCIOUS that our God-given responsibility to our children is our primary obligation as educators, and that our role as educators and our interest in our children's formation and development must take priority over all other civic and social activities no matter how worthy;

Therefore, as vigilant educators, with the grace of God, and setting before our eyes the example of Jesus Christ our Lord and Teacher, in order to achieve these worthy purposes

DO HEREBY UNITE and form this

MIRIAM COLLEGE LOWER SCHOOL PARENT-TEACHER COUNCIL, and

HEREBY ADOPT the following Constitution and By-Laws.

**ARTICLE I**

**Name, Nature, Principal Office**

- Sec. 1. This organization shall be known as the Miriam College Lower School Parent-Teacher Council, a non-profit organization, otherwise known as MCLS PTC.
- Sec. 2. The principal office of the MCLS PTC shall be at the Miriam College Lower School, Katipunan Avenue, Loyola Heights, Quezon City, Philippines.

**ARTICLE II**

**Membership and Fees**

- Sec. 1. The MCLS PTC shall have the following members:
- a. Parents or in their absence, registered guardians of students officially enrolled at the MCLS;
  - b. Members of the MCLS Faculty; and
  - c. MCLS Administrators.

Sec. 2. An annual membership fee shall be collected from parents or guardians of all MCLS students, the amount of which shall be determined by the MCLS PTC Executive Board in consultation with the MCLS Administrative Board. Teachers and administrators are exempted unless they are parents of Lower School students.

### **ARTICLE III Purpose and Limitations**

Sec. 1. The MCLS PTC shall support the Miriam College Lower School in the implementation of the School's programs and policies.

Sec. 2. The MCLS PTC shall serve as a consultative body on matters which the School administration may wish to refer to it.

Sec. 3. The MCLS PTC shall be the forum through which the members can have an effective channel of communication among themselves for matters concerning the PTC.

Sec. 4. The MCLS PTC may raise funds, receive donations and administer the allocation of such funds for various PTC projects which it may initiate for the benefit of the Lower School students, in coordination with and the approval of the MCLS Administrative Board.

Sec. 5. The MCLS PTC shall not interfere in the academic and administrative management and operations of the School.

### **ARTICLE IV Organization and Governance**

Sec. 1. The MCLS PTC shall be governed by the following parent officers:

- a. Executive Board,
- b. Grade Level Parent Officers,
- c. Homeroom Parent Officers.

Sec. 2. The Homeroom Parent Officers of each class shall be composed of:

- a. Homeroom Representative,
- b. Asst. Homeroom Representative,
- c. Homeroom Secretary,
- d. Homeroom Treasurer.

Sec. 3. The Grade Level Parent Officers shall be composed of all Homeroom Representatives who shall elect the following:

- a. Grade Level Representative,

- b. Asst. Grade Level Representative,
- c. Grade Level Secretary,
- d. Grade Level Treasurer.

The duly elected Grade Level Representatives shall be part of the MCLS PTC Executive Board.

- Sec. 4. The MCLS Faculty and Administrators shall partner with the Parent Officers.
- a. MCLS Administrators with the Executive Board,
  - b. Grade Level Coordinator with the Grade Level Parent Officers,
  - c. Homeroom Advisers with the Homeroom Parent Officers.

- Sec. 5. The Executive Board shall be composed of the following:
- a. Five (5) Grade Level Parent Representatives,
  - b. Two (2) Continuing Board Members who are duly elected at the end of the School year;
  - c. Two (2) Faculty Representatives: the Faculty Association President and a duly elected Faculty Representative,
  - d. Two (2) Advisers: the MCLS Principal and the MCLS PTC Immediate Past President who are non-voting members.

The voting members of the Executive Board shall elect the following:

- i. MCLS PTC President,
- ii. MCLS PTC Vice-President,
- iii. MCLS PTC Secretary,
- iv. MCLS PTC Treasurer,
- v. MCLS PTC Auditor.

## **ARTICLE V**

### **Elections and Appointments**

- Sec. 1. Elections in the Homeroom Level:
- a. Homeroom parent officers shall be elected by the parents or, in their absence, registered guardians present during the parents' orientation.
  - b. The Homeroom Adviser (HRA) shall facilitate the election for the Homeroom Parent Officers provided that there is a quorum of forty percent (40%) based on the class size.
  - c. Each student shall be represented by one (1) vote.
  - d. To be elected, the parent/registered guardian should be physically present and get the most number of votes by secret balloting.
  - e. In case of a tie, the same procedure shall be in effect until the tie is broken.

Sec. 2. Appointments:

- a. In the absence of a quorum, appointments shall be made by the School administration based on the following procedure:
  - i. A list of possible homeroom parent officers, based on active participation in School activities, will be given by the following:
    - a) Homeroom Adviser
    - b) Grade Level Coordinator
    - c) Outgoing Homeroom Officers
    - d) Grade Level RepresentativeParents who are present during the Parent Orientations will also be included in the list.
  - ii. The abovementioned list will be given to the School administration, who will then appoint a homeroom representative. The homeroom representative will be notified in writing of the appointment. He or she shall also signify acceptance of the appointment in writing.
  - iii. The homeroom representative will attend an orientation to be given by the Grade Level Coordinators regarding the appointment of the other parent officers. It is at this orientation that the homeroom representatives will also elect the Grade Level Representative, the Assistant Grade Level Representative, the Grade Level Secretary and the Grade Level Treasurer.
  - iv. The homeroom representative will be given one week to choose and appoint the assistant homeroom representative, secretary and treasurer based on the given list.
  - v. The required documentation for the appointment process is to be forwarded to the Grade Level Coordinators once the officers have all been selected and signified acceptance.

Sec. 3. Election of Grade Level Parent Officers:

- a. Once all the Homeroom Representatives are identified, the Grade Level Coordinator (GLC), shall facilitate the election for the grade level parent officers provided a quorum of fifty percent (50%) plus one (1) based on the number of sections represented. The homeroom representatives shall elect the grade level parent officers among themselves.
- b. To be elected, the homeroom representative should be physically present and get the most number of votes by secret balloting.
- c. In case of a tie, the same procedure shall be in effect until the tie is broken.

Sec. 4. Election of Executive Board

- a. The MCLS Principal shall facilitate the election of the Executive Board. The nine (9) voting members will elect among themselves the Officers of the MCLS Parent Teacher Council.
- b. To be elected, the member should be physically present and get the most number of votes by secret balloting.
- c. In case of a tie, the same procedure shall be in effect until the tie is broken.

Sec. 5. Election of Continuing Board Members

- a. The outgoing executive board shall elect two (2) parent members who shall serve in the incoming board.
- b. All parent members of the Outgoing Executive Board, excluding the Grade 5 parent members and the current President, may be elected as Continuing Board Members.
- c. To be elected, the member should be physically present and get the most number of votes by secret balloting.
- d. In case of a tie, the same procedure shall be in effect until the tie is broken.
- e. The elected continuing board members shall be excluded from holding the position of Homeroom Representative.
- f. The elected Continuing Board Members shall be part of their respective Grade Level Officers.

**ARTICLE VI**

**DUTIES AND FUNCTIONS OF THE MEMBERS OF THE EXECUTIVE BOARD**

Sec. 1. The President is the head of the MCLS PTC and shall have the following duties and functions:

- a. Convene the Executive Board at the beginning of the School year and cause the preparation of the MCLS PTC plan for the year;
- b. Represent the MCLS PTC in all official and social functions;
- c. Preside over all its meetings as well as those of the Executive Board;
- d. Sign for and in the name of the organization on all matters authorized by the Executive Board;
- e. Create ad hoc committees and appoint its officers as needed;
- f. Make an annual report concerning the activities of the organization for the year;

- g. Make recommendations for the continuation of unfinished business for the ensuing year, which report and recommendations shall be read at the annual meeting for the election of a new Executive Board;
- h. Ensure the submission of MCLS PTC documentation to the Office of the Principal.

Sec. 2. The Vice-President shall assist the President in the performance of his/her functions, perform other duties as the President of the Executive Board may assign, exercise powers of the President during his/her absence, disability or resignation.

Sec. 3. The Secretary shall have the following duties and functions:

- a. Prepare the Executive Board Directory and provide the members with a copy of such directory;
- b. Send notice of meeting, approved agenda and arrange for meeting essentials;
- c. Determine and record the existence of a quorum;
- d. Record all the minutes of the meetings of the Executive Board and provide the members with copies;
- e. Compile all documents and assist the President in submitting the documentation for the year.
- f. Safe keep all pertinent documents of the MCLS PTC;
- g. Oversee the maintenance of the MCLS PTC room.

Sec. 4. The Treasurer shall have the following duties and functions:

- a. Request and receive MCLS PTC dues from the Finance Director;
- b. Handle finances, pay such amounts as have been authorized by the Executive Board;
- c. Collate Financial Reports from all Grade Level Treasurers and Committee Heads of all PTC projects;
- d. Oversee the implementation of approved guidelines for the management of resources, funding and disposition of goods for PTC projects and activities;
- e. Prepare Financial Report and submit audited copy to the Office of the Principal at the end of the School year.

Sec. 5. The Auditor shall audit the books of accounts and shall submit his/her report after audit to the President with his/her comment/s and recommendations.

**ARTICLE VII**  
**DUTIES AND FUNCTIONS OF THE GRADE LEVEL OFFICERS**

Sec. 1. The Grade Level Representative (GLR) is the head of Grade Level Parent Officers and shall have the following duties:

- a. Attend all PTC Executive Board Meetings, Ad Hoc Committee Meetings, Committee Meetings that he/ she is assigned to take part in, and represent the level in all official functions;
- b. Convene and preside over all Grade Level Meetings;
- c. Coordinate the Grade Level's plans, programs and activities related to the approved PTC projects with the Grade Level Coordinator and Homeroom Representatives;
- d. Implement all PTC projects and policies in the Grade Level;
- e. Promote communication between parents of the students in the grade level and the School;
- f. Report to the PTC Executive Board the concerns and needs of the level;
- g. Ensure the submission and accurate documentation of all grade level meetings, activities and projects to the PTC Executive Board, such as but not limited to:
  - i. Family Day and other Project Proposals
  - ii. Letters to Parents
  - iii. Issued sponsorship letters
  - iv. Fund and Expense reports
  - v. Minutes of Meetings
  - vi. Photo documentation

Sec. 2. The Assistant Grade Level Representative (AGLR) shall have the following duties and functions:

- a. Assist the Grade Level Representative in coordinating PTC programs and activities of the School;
- b. Take over the duties of the Grade Level Representative in the latter's absence;
- c. Prepare the Audio Visual Presentation of Grade Level PTC Projects and Activities to be submitted to the PTC Executive Board.

Sec. 3. The Grade Level Secretary shall have the following duties and functions:

- a. Prepare a grade level directory of the Homeroom Officers and provide the Grade Level Coordinator and Principal's Office with a copy of such directory;
- b. Send notice of meeting, approved agenda and arrange for meeting essentials;
- c. Determine and record the existence of a quorum;
- d. Record the minutes of grade level meetings, and provide the Homeroom Representatives, Grade Level Coordinator and Grade Level Representative with copies;
- e. Maintain records and documents of the grade level's PTC programs, activities and accomplishments.

- Sec. 4. The Grade Level Treasurer shall have the following duties and functions:
- a. Monitor funds allocated to the grade level by the PTC Executive Board;
  - b. Oversee collection and disbursement of grade level funds approved by the PTC;
  - c. Prepare fund and expense reports after every PTC activity/event with proper supporting documents and submit such to the GLR and GLC.

**ARTICLE VIII  
DUTIES AND FUNCTIONS OF THE HOMEROOM OFFICERS**

Sec. 1. The Homeroom Representative (HR) is the head of the class parent organization and shall have the following duties and functions:

- a. Attend all grade level meetings and School functions;
- b. Ensure that the Homeroom Secretary will prepare the class directory;
- c. Communicate and consult with the parents of her/his class the plans, programs and activities related to the PTC projects;
- d. Ensure that the PTC plans are aligned with the objectives of the School;
- e. Communicate the concerns and needs of her/his class to the homeroom adviser and grade level representative;
- f. Receive and cascade pertinent information as requested by the School administration.

Sec. 2. The Assistant Homeroom Representative (AHR) shall have the following duties and functions:

- a. Assist the Homeroom Representative in coordinating and communicating the PTC programs of the School;
- b. Take over the duties of the Homeroom Representative in the latter's absence or in the event that the Homeroom Representative is elected Grade Level Representative.

Sec. 3. The Homeroom Secretary shall have the following duties and functions:

- a. Record minutes of Homeroom Officers' meetings;
- b. Prepare a class directory and provide the class parents, Homeroom Adviser and Grade Level Coordinator with a copy of such directory;
- c. Attend to registration functions for all PTC events.

Sec. 4. Homeroom Treasurer shall have the following duties and functions:

- a. Facilitate collection of any Administration-approved PTC-related contributions from the class i.e. Family Day costumes, props and/or food;
- b. Prepare collection and expense reports after every PTC activity/event and submit the same to the Homeroom Representative and Grade Level Treasurer.



**ARTICLE IX**  
**VACANCIES AND SUCCESSION**

Sec.1. Definition of Vacancy. - A vacancy in the Executive Board, Grade Level and Homeroom Level may occur for any of the following events:

- a. Resignation;
- b. Failure to discharge the duties of the position for more than two (2) consecutive months, except when prevented by illness or any other personal circumstance, with notice duly given to the PTC;
- c. Incapacity; and
- d. Conviction of a crime involving moral turpitude.

Sec. 2.Vacancies in the Executive Board:

- a. Any vacancy in the Executive Board shall be filled by a majority vote of the members in a meeting especially called for that purpose, and the Board Members or members so chosen shall serve for the unexpired term;
- b. When a vacancy occurs within two (2) months of the end of the Board's term, the Executive Board shall no longer take action.

Sec.3. Vacancies in the Grade Level:

- a. Upon notice duly given to the Executive Board, the Assistant Grade Level Representative shall assume the position, duties and functions of the Grade Level Representative should the position become vacant for any reason;
- b. Vacancies in any other position shall be filled by election among the Homeroom Representatives in an election proceeding facilitated by the Grade Level Coordinator, after due notice to the Executive Board.

Sec. 4.Vacancies in the Homeroom Level:

- a. Upon notice duly given to the Executive Board and the Grade Level Officers, the Assistant Homeroom Representative shall assume the position, duties and functions of the Homeroom Representative should the position become vacant for any reason;
- b. Upon notice duly given to the Executive Board, vacancies in any other position shall be filled by appointment by the Grade Level Officers and the Grade Level Coordinator after the Homeroom Adviser and Homeroom Officers concerned have submitted a list of parents from the class who are recommended for the position.

ARTICLE X  
ACCOUNTABILITIES

Sec. 1. All PTC members shall observe and follow all provisions contained in this handbook.

Sec. 2. All PTC members shall be guided by the core values of the School: truth, peace, justice and integrity of creation; in all their actions.

Sec. 3. The Executive Board, after due process and by a vote of the majority of all its members, may remove any officer of the PTC on the following grounds:

- a. gross neglect of duty;
- b. violation of any of the provisions of this Constitution and By-Laws, the rules and regulations of Miriam College Lower School, Miriam College, and the laws of the Republic of the Philippines;
- c. any disorderly conduct; and
- d. misuse and malversation of PTC funds and property.

Sec. 4. Removal from office disqualifies a parent from assuming any position in the PTC.

ARTICLE XI  
Terms of Office

Sec. 1. All members of the Executive Board shall hold office for a term of one year or until their successors are elected.

Sec. 2. All other elected or appointed Parent Officers shall hold office until the end of the School year.

ARTICLE XII  
Amendments

This Constitution and By-Laws may be amended by a majority vote of members present in the General Assembly, provided a quorum is present, or a special assembly of all elected Parent Officers duly called for the purpose. In the case of the amendment by a special assembly, this will take effect upon ratification in writing by a majority of the members. The Administrative Board of the Miriam College Lower School shall approve any proposed amendment before it takes effect.

ARTICLE XIII  
Effectivity

This Constitution and By-Laws shall take effect immediately after ratification in writing by a majority of the members and upon approval by the Administrative Board of Miriam College Lower School.