

INTERNATIONAL SCHOOL BELGRADE PARENT TEACHER STUDENT ASSOCIATION CONSTITUTION

(Final draft, August 2014)

ARTICLE I - NAME

The name of the association shall be the International School of Belgrade (ISB) Parent Teacher Student Association, hereinafter referred to as the PTSA.

ARTICLE II - MISSION STATEMENT AND GOALS

The PTSA is a diverse, all-volunteer association which strives to support the school's mission, sharing the objectives of the School administration and Board of Trustees to secure for our children the highest standards in intellectual, physical, emotional and social education.

The Goals of the PTSA are to support and build the ISB community by:

- Facilitating communication and cooperation among parents, teachers, administration and the ISB Board of Trustees;
- Enhancing community spirit and helping to strengthen the relationship between home and school;
- Supporting all ISB students, faculty, staff and families;
- Organizing fundraising, and social events for the benefit of all members of the ISB Community.

ARTICLE III - MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of students enrolled at ISB, and all faculty and administration. Members agree to uphold the Constitution of this association. There are no membership dues or fees.

ARTICLE IV - EXECUTIVE COMMITTEE STRUCTURE:

To administer the activities of the PTSA, sustained effort shall be made to have a diverse executive committee that best represents the international school community. Attention should be paid to the composition with regard to nationalities, long term residents, expatriates and dual national citizens.

Positions on the Executive Committee shall be for a term of one school year. Committee members are expected to attend ISB PTSA meetings. Changes within the Committee shall be established by a majority vote of committee members as the need arises. Each committee member must be present in order to vote.

The PTSA Executive Committee shall consist of parents in the following elected positions:

President;

2 Vice Presidents: one each for the Lower School and Upper School;

Secretary;

Treasurer;

Officer positions can be shared among two members.

The Faculty is also represented on the committee by:

Lower School Teacher Representative,
Upper School Teacher Representative.

In order to determine the teacher representatives, the administration invites interest from the teachers and appoints accordingly.

A Student Representative who is a non-voting member.

The Administration, who are non-voting members of the PTSA committee, is represented by:

The School Director;
Lower School Principal; and
Upper School Principal.

The PTSA may delegate specific duties to sub-committees or other PTSA members as necessary.

Details of the duties of responsibilities of officers for the Executive Committee can be found in an attached document.

ARTICLE VI - COMMITTEE WORKING MEETINGS

SECTION I: REGULAR MEETINGS

Regular meetings (usually monthly) shall be held to plan events, activities, and ways to achieve the overall goals of an engaged community. The meeting date, place and time shall be determined by the Executive Committee, set down in the minutes and announced to the PTSA and school community via the Dragon Dispatch, the Facebook page, and emails.

All members of the PTSA committee are voting members, except for the Director and principals unless they have children enrolled in the school. The agenda is circulated among the committee and posted on the PTSA Facebook page, and the PTSA section on the ISB website one week prior to the meeting, with a link on the Dragon Dispatch. All PTSA members are welcome to attend at any time throughout the year.

SECTION II: PTSA EXECUTIVE COMMITTEE MEETINGS

The PTSA Executive Committee will meet prior to each general meeting. The meeting date, place and time shall be determined by the PTSA Executive Committee. Minutes of the meetings shall be communicated.

SECTION III: COMMITTEE MEETINGS

Committees will meet as needed and the meeting date, place and time shall be determined by the Chairs of said committees.

Each committee will have an assigned Executive Committee member to act as a liaison between the committee, the Executive Committee and the general PTSA. Communication, meetings and updates between committee and assigned Executive Committee member will be done as frequently as needed.

Each Committee asking and approved for PTSA funds will be given a set budget for the event.

Each committee should consist of no less than a Chairperson(s), responsible for overall execution and accountability.

ARTICLE V - ELECTION PROCEDURES

In early March, it will be announced to the parent community that all ISB PTSA Executive Committee positions are open for nominations.

The outgoing Executive Committee shall assist with the process of soliciting nominations, especially for known vacant positions. Ideally, the candidates for President would be from the existing PTSA committee or sub-committees. As stated in Article IV, particular attention should be paid to encourage solicitations coming from different nations in order to give the Committee as much diversity as possible.

PTSA members shall elect the officers annually in May, and the results shall be announced at the regular meeting and in the Dragon Dispatch. One calendar month's notice of such an election shall be given to the PTSA community.

Newly elected members shall assume their duties at the close of the school year and serve for a term of one year. A plurality* of all votes cast shall be required for election. (* Plurality: Majority for each of the candidates but not of the total number of votes.)

All officers can stand for re-election but no office shall be occupied by the same person for more than three consecutive years.

A temporary officer will be assigned to an empty position within a month by a majority vote of the current committee at any time during the year to fill the position until re-election or re-assignment is possible.

ARTICLE VI: FINANCES

SECTION I: BUDGET

Each year, the Finance Committee will draft a proposed budget for the school year. It will be presented to the PTSA membership for review and approval. Approval will be by a majority vote of the members present at the last meeting of the current school year.

SECTION II: RECORD KEEPING

The Treasurer shall keep accurate records of any disbursements and income.

SECTION III: END OF YEAR

The Treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Finance Committee.

SECTION IV: EXPENDITURE GUIDELINES

All PTSA expenditures should be in keeping with the Purpose (Article I, Section III). These should include, but not be limited:

Event Funding - The PTSA will sponsor events for the ISB Community as determined by the PTSA membership.

Matching Funds Program - The PTSA will match the funds raised by the fund raising efforts of ISB clubs and students organizations.

Charitable Activities - The PTSA will participate in the charitable efforts of the ISB student population.

Refreshments - The PTSA will provide a set amount, upon request, to help provide refreshments for ISB student events such as plays and concerts.

Thank you and Condolence Gifts - The PTSA may provide gifts of thanks or condolence to ISB staff, when appropriate.

Routine Expenses - The PTSA will also purchase supplies not associated with a particular event such as cash boxes, paper supplies, office supplies, etc.

SECTION V: APPROVAL OF EXPENSES

The Expenses of the PTSA that adhere to the guidelines above will be approved in the following ways:

Expenses not exceeding 3000 Dinar can be approved by the Treasurer.

Expenses not to exceed 300 Euros can be approved by the Executive Committee.

Expenses exceeding 300 Euros, not already provided for in the Annual Budget, shall be presented to the PTSA membership with a recommendation from the Finance Committee. A majority vote of the members in attendance are required to approve these expenses.

ARTICLE VII: AMENDMENTS

The constitution may be amended at any regular meeting of the association by a majority of the members present and voting, provided a fourteen day notice of the meeting with details of the proposed amendment have been emailed to all members of the PTSA.

This constitution was adopted on (MM/DD/YY).

ATTACHMENT: DUTIES OF OFFICE FOR EXECUTIVE COMMITTEE MEMBERS

Position	Duties of Office
President	<ul style="list-style-type: none"> - Act as the official representative and spokesperson of the PTSA. - Attend PTSA/Administration meetings and chair all PTSA working meetings. - Prepare the Agenda for working meetings one week prior to date. - Attend ISB Board of Trustees Meetings as a liaison. - Provide a written report of PTSA activities and community feedback to the Board of Trustees prior to Board meetings when deemed necessary by the Executive Committee. - Coordinate the functions of other committee members so that the purpose of the organization is served. - Act in an ex-officio capacity on all sub-committees. - Attend and assist at PTSA functions, events and activities.
Vice President(s)	<ul style="list-style-type: none"> - Assist the President in all duties - Assume responsibility for duties designated by the President. - Represent the President in his/her absence or upon request.
Secretary	<ul style="list-style-type: none"> - Record the minutes of PTSA Executive Meetings and General Meetings, with special attention given to motions and action taken. - Communicate the agenda one week prior to meeting date with notice of meetings and events to the PTSA membership. - Gather information about meetings and events to be published in the weekly Dragon Dispatch. - Work with ISB administration to update the PTSA page on the school website as needed; - Publish updates to the PTSA Facebook page; - Maintain a resource book containing a copy of this constitution, meeting agendas, minutes, and other necessary information.
Treasurer	<ul style="list-style-type: none"> - Maintain ISB financial accounts/records - Provide financial report to the Executive Committee and Finance Committee. - Help set annual budget. - Prepare cash boxes. - Receive all funds. - Reimburse expenses incurred by PTSA members; - Assist with PTSA activities as necessary. - Prepare an annual report to be used to review PTSA financial records. - Pay out funds in accordance with the financial guidelines of the the PTSA.
School Representatives	<ul style="list-style-type: none"> - Coordinate room parents and maintain an updated contact list. - Support activities within their school division. - Serve as the contact person between room parents and PTSA; - Liaise with the school administration and present reports at PTSA meetings.

Procedure of handover: Before the handover of responsibilities, each outgoing Committee Member shall provide a written statement of current issues and ongoing matters, with a revised job description (if necessary) to the Committee Member succeeding to the same position.