

**TASHKENT INTERNATIONAL SCHOOL
PARENT-TEACHER ASSOCIATION BY- LAWS**

ARTICLE 1: NAME OF THE ASSOCIATION

Section 1 - To reflect the cooperative nature of this association, the official name is: Parent-Teacher Association (PTA) of the Tashkent International School (TIS).

ARTICLE 2: PURPOSES AND OBJECTIVES OF THE ASSOCIATION

Section 1 - The purpose of the association is to actively promote cooperation between parents and the school, which creates a productive and supportive school environment. To accomplish this purpose, the PTA has five objectives:

- (a) To organize activities/programs/projects which support the school community
- (b) To raise funds to support general student activities
- (c) To ensure on-going communication among all members of the school community
- (d) To support the school in maintaining quality education
- (e) To cooperate with other community organizations in support of charities, i.e. TWIG.

Section 2 - The association is a not-for-profit organization.

ARTICLES: MEMBERSHIP AND DUES

Section 1 - All parents/guardians of TIS students and TIS faculty and administration are members of the association.

Section 2 - Any member of the association can be elected to the PTA Executive Board.

Section 3 - All members of the association have full voting privileges.

Section 4 - No dues are charged for membership in the association.

ARTICLE 4: EXECUTIVE BOARD AND ELECTIONS

Section 1 - The Executive Board of the PTA is responsible for implementing projects and setting agendas that meet the association's goals and purposes.

Section 2 - Executive Board decisions are made using a 51% majority rule of those present at regularly scheduled Executive Board meetings. Each member of the Executive Board, including elected and non-elected Executives, is entitled to one vote.

ARTICLE 4: EXECUTIVE BOARD AND ELECTIONS (contd)

Section 3 - The Executive Board functions as a Core Committee and may be composed of:

- 1) Chair or co-chair
- 2) Vice-chair or co-vice chair
- 3) One Secretary (probably a TIS staff member) and one Treasurer

In addition, volunteer activity coordinators and teacher reps from Elementary and Secondary, parents/teachers may be co-opted onto the Core committee as and when needed.

Section 4 - Elected members of the Executive Board are nominated and elected by the Association's membership as follows:

- a) **The PTA Executive Board: the Chair, Vice-Chair, Secretary and Treasurer, or the Core Committee and Treasurer.**
 - i) PTA Chair/ the Core committee are responsible for organizing the elections for their positions. These positions are all school positions and, therefore, will be nominated and elected by the entire association's membership.
 - ii) Nominations for these positions will open in December and close in late January. Elections will be scheduled after the close of nominations.
 - iii) When nominations are closed, if there is only one candidate per position, the PTA Executive Board will declare these individuals winners on behalf of the community and elections will be canceled. However, if any position has more than one nominee, elections for the four positions will be held as scheduled.
- b) **Activities Coordinators**
 - ii) Activities Coordinators represent their respective sub-committees on the Executive Board and, therefore, will be appointed by the Chair.
- c) **Teachers are appointed to the Executive Board by the Director of the school.**
- d) **The PTA Chair will announce the new Executive Board after all elections are complete.**

Section 5 - The TIS School Director is a non-elected member of the Executive Board. Other non-elected members of the executive Board may include TIS faculty and administration who are needed to fulfill the association's goals and purposes. These non-elected members are placed on the Executive Board by mutual agreement between elected Executives and the TIS School Director. These non-elected Executive positions may change from year-to year.

Section 6 - The PTA Executive officers are elected for a one-year period.

Section 7 - Newly elected Executive officers assume their official positions on the day following the election January/February of the school year in which they are elected. However, the newly elected and existing officers will work jointly until the end of the year on planning. It is expected that the newly-

elected board will begin planning for the coming school year.

ARTICLE 4: EXECUTIVE BOARD AND ELECTIONS (contd)

Section 8 - If an Executive Board position, other than Chair, remains or becomes vacant after January/February elections, this position can be filled by appointment. Appointment is made by majority vote of the newly-elected Executive Board.

Section 9 – A delegated PTA Executive Board member serves as a Liaison to represent PTA interests with the School Board.

Section 10 - If the position of Chair is vacated before the term is completed, the Vice-Chair assumes the Chair's position. The Vice-Chair's position is then filled by appointment. If both the Chair's and the Vice-Chair's positions are vacated prior to September 1 or February 1 of the school term, the longest-serving Executive officer arranges a school-wide election to vote for a new Chair and Vice-Chair. After February 1, the remaining Executive Board members elect by majority decision an Executive Board member to replace the Chair and Vice-chair. The two vacated Executive Board positions are then filled by appointment.

ARTICLE 5: CHANGES TO THE BY-LAWS

Section 1 - Any changes to the Parent-Teacher Association By-laws must be submitted to the TIS general membership for approval.

PTA EXECUTIVE BOARD

The PTA Executive Board meetings will be used to:

1. Make decisions about all PTA supported school events:
 - a) Decide which all school events will be conducted to meet the five PTA goals, which at present include:
 - Sporting and Cultural Events, Parent Teacher Social events, Campus and Facilities Development
 - Open House
 - Parent Teacher Conference Day
 - School Store (fund raising)
 - General Meeting
 - Spring Bazaar
 - b) Set dates for these events
 - c) Divide responsibilities for these events (who will do what?)
2. Make financial decisions about the PTA budget or anything involving expenditures from the PTA account.
 - a) Chair will report on School Board decisions and introduce new agenda item
 - b) Vice-Chair will report on all-school activities and fund raising.
 - c) Secretary will present Minutes.
 - d) Treasurer will present Financial Report.
 - e) Activities Coordinators will report on division activities and fund raisers.
 - f) School Director and Student Council President will report on school activities, concerns, needs that should be passed on to the Parent Teacher Association and parents.

FUNCTION

The function of the PTA is to actively promote cooperation between parents and the school in order to create a productive and supportive school environment. To accomplish these objectives, the PTA has set five (5) goals: (not in order of importance)

1. To organize activities/programs/projects/teacher's wish list, which support the

school community (ACTIVITIES).

FUNCTION (contd)

2. To raise funds to support general student activities (FUND RAISING).
3. To ensure on-going communication among all members of the school community (COMMUNICATION).
4. To support the school in maintaining quality education (QUALITY CONTROL).
5. To cooperate with other community organizations in support of charities (CHARITY).

Executive board functions:

- A) Organizes all-school activities/programs/projects (ACTIVITIES) such as:
 - Open House
 - Sporting and Cultural Events, Parent Teacher Social Events, Campus and Facilities Development Projects
 - Spring Bazaar
- B) Raise and disperses funds for general student activities (FUND RAISING) through events such as:
 - School Store
- C) Keeps lines of communication open between the School Board, the school, and parents (COMMUNICATIONS) through:
 - Executive Board meetings
 - Special Interest Seminars
 - TIS Weekly News
 - "Meet the (School) Board" nights
- D) Supports the school in maintaining quality education (QUALITY CONTROL) by:
 - Appointing qualified parents to participate in quality education committees, such as Curriculum Committees
 - Instituting traditions that promote excellence, through awards
- E) Organizes, supports and/or disperses funds for charity and/or school organizations on an as needed basis, for example:
 - Yearbook Ad

DUTIES AND RESPONSIBILITIES

1) EXECUTIVE BOARD MEMBERS AND THEIR RESPONSIBILITIES

A. Chair (COMMUNICATION AND QUALITY) elected

- i) Keeps Executive Board informed of School Board decisions and brings parent concerns to the School Board/Director
- ii) Facilitates the smooth running of the PTA and oversees all PTA activities.
- iii) Plans and chairs PTA Executive Board meetings.
- iv) Keeps TIS parent community informed of school-wide concerns using the TIS newsletter

B. Vice-Chair (ACTIVITIES AND FUND RAISING) elected

- i) Performs the duties of the Chair in the event of absence.
- ii) Chairs the Activities Committee, which is made up of the vice-Chair and Activity Coordinators. This committee:
 - a. Plans school-wide PTA events
 - b. Puts together sub-committees to implement school-wide PTA activities
- iii) Reports to the Executive Board on progress and needs of Activities Committee.

C. Secretary (COMMUNICATION) elected

- i) Takes, transcribes, distributes, posts and seeks approval of minutes from Executive Board meetings.
- ii) Types and sends business correspondence and thank-you notes pertaining to Executive Board concerns.
- iii) Contributes PTA information to TIS Newsletter.

D. Treasurer (CHARITY) elected

- i) Maintains accurate financial records and reports of financial activities, and current standing and presents these to the Executive Board at board
- ii) Supplies funds and floats needed, to implement PTA activities.
- iii) Helps set the financial goals of (FUND RAISING) efforts and spending limits for activities.
- iv) Oversees implementation of charity donations, such as yearbook.
- v) Publishes a Yearly Financial Report in the TIS Newsletter in June.

DUTIES AND RESPONSIBILITIES

1) EXECUTIVE BOARD MEMBERS AND THEIR RESPONSIBILITIES (contd)

E. **Cultural Liaison Officer**

- i) Maintains an active list of Cultural Representatives from the main nationalities and cultural groups in the school community.
- ii) Promotes and coordinates cultural PTA events and activities to involve all cultural groups represented by the TIS community.
- iii) Facilitates communication between the diverse nationalities and cultural groups that belong to the TIS community.

F. **Activities Coordinators (Vocals) (ACTIVITIES AND FUND RAISING)**

- i) Serves on the Executive Board with the Vice-Chair to plan and implement school-wide PTA activities.
 - a. Develops a list of parents, students, and faculty, volunteers needed to support activities.
 - b. Recruits volunteers for events committees.
 - c. Oversees the smooth operation of events through supervision of volunteers
 - d. May head sub-committees for all-school PTA events and activities.

2) PARENT COUNCIL-MEMBERS AND RESPONSIBILITIES

A. **PARENT CONTACTS non-elected (i.e. Room - Parent)**

- i) Serve as link between the school and grade/group parents, primarily for COMMUNICATION AND QUALITY CONTROL goals, but also for grade/group ACTIVITIES AND FUND RAISING.
- ii) Keep homeroom, grade level or group parents informed of school, and grade events and concerns.
- iii) Bring homeroom, grade level of parents' group concerns and interests back to the Parent Teacher Association for discussion and action.

PTA Executive Board Financial Policies

1. The PTA can purchase articles for the school that are considered capital expense items. However, a request for such items should be made first to the Director, who will refer to the School Board for approval if necessary. If refused by the School Board, the request is made to the PTA.
2. All PTA expenditures must be authorized by the Executive Board through a majority vote. However, the Treasurer has the authority to authorize expenditures up to \$50.00 on an emergency basis. Such expenditures will be reported at the following executive Board meeting.
3. All receipts for reimbursement must be approved by the PTA Treasurer or Treasurer Designate before being submitted for payment. No other Executive officer may approve these reimbursements. All receipts should be presented for reimbursement within thirty (30) days unless prior arrangements have been made with the Treasurer.
4. A financial summary of activities and current standing are presented to the Executive Board at each meeting. This Financial summary is made available to the Parent body through the General Meeting. Although the PTA account is balanced using both US dollars and cym, the Treasurer has the option of reporting PTA financial status in summary form using only one currency.
5. Money used to provide change during activities and events (floats) can be issued by the Treasurer. Requests for floats should be made only by persons directly involved with PTA activities, if the PTA has no direct method of reimbursement for a float, then a float is not provided. Requests for floats should be timely.
6. No money shall be taken from the PTA budget to buy appreciation gifts for the PTA Executive Board.
7. No money shall be taken from the PTA budget to pay for appreciation parties for the PTA Executive Board.