



International School of Paris

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PTA Constitution

In conformity with the Law of 1 July 1901, Decree of 16 August 1901, and Law No. 91-909 of 9 October 1981, a non-political association is created between all those who will adhere to its Constitution and By-Laws.

The Association's purposes include the following:

1. Provide support to parents and faculty members.
2. Support school goals through volunteer service, fund-raising activities, and enhanced educational opportunities for students.
3. Provide a channel of communication between parents and the school; at the discretion of the PTA Executive Committee (as decided by a vote), provide a forum for discussion of important issues and where appropriate inform the school administration and board of trustees of the opinions of the members of the association.

ARTICLE 1: IDENTITY

1. The name of the association shall be the Parent-Teacher Association of the International School of Paris, hereafter referred to as the PTA.
2. The duration of this association is unlimited.
3. The main office of the association is at the International School of Paris, 6 rue Beethoven, Paris, France.
4. The working language of the association shall be English.

ARTICLE 2: MEMBERSHIP AND VOTING PRIVILEGES

1. Active membership shall be automatically granted to a) all parents and guardians of students enrolled at the International School of Paris herein referred to as the parents and b) the headmaster, primary and secondary school principals and all teachers and administrative and support staff employed by the International School of Paris herein referred to as the faculty members. such membership shall cease automatically if the relevant student or faculty member leaves the school or if the active member asks to withdraw.
2. Honorary membership may be granted to any person who is interested in achieving the above-stated goals of the association and participating can be given honorary membership by consent of

the active membership: the honorary members are ineligible to vote in elections or in actions governing the association.

3. Each active member is eligible to cast one vote in governing the association.
4. All active members are eligible for election to office in the association.
5. The faculty members shall be entitled to appoint one representative for faculty members working in the primary school and one representative for faculty members working in the secondary school to attend meetings of the PTA Executive Committee hereafter referred to as the teacher representatives.

ARTICLE 3: RESOURCES

The association is solely responsible for contracted obligations authorized by the PTA Executive Committee without personal liability for members of the association. The resources of the association for accomplishing its purposes are composed of the following:

1. Voluntary contributions of the members,
2. Revenue from events organized by the association
3. Other gifts or revenues accepted by the PTA Executive Committee.

ARTICLE 4: ELECTIONS

1. Officers shall be elected, if possible, at the general meeting held in June each year. It is recognized that positions may remain vacant, and these should be filled at the October general meeting or as soon as possible thereafter.
2. Voting shall be by secret ballot unless there is only one candidate, in which case the President may entertain a motion for election by a show of hands.
3. The Executive Committee will accept nominations and prepare the list of candidates for presentation to the June general meeting. The list of candidates will be published in the school and PTA newsletters for review by all PTA members prior to the June meeting. Candidates who give their consent may be nominated from the floor during the general meeting.
4. The term of office is one year, and officers may be re-elected to the same position.
5. If an office other than President becomes vacant during the school year, a person may be appointed by a majority vote of the PTA Executive Committee to fill the position for the remainder of the school year. If the office of President becomes vacant, the Executive Vice-President shall fill the position.

ARTICLE 5: ELECTED OFFICERS

All officers shall be elected by the general active membership for one-year terms (ref: Article 4). Their elections become effective the day following the last day of school in June.

1. The President: The office of President may be held by one person, or jointly by two or three people but will be limited to one vote in all PTA matters. The President:

- Serves as executive head of the association and presides over general meetings of the association.
- Calls and presides over meeting of the PTA Executive committee.
- Appoints a Board of Trustees Observer (if needed)
- Appoints and creates special committees and chairpersons with the approval of the PTA Executive Committee.

2. The Executive Vice President: The office of the Executive Vice-President may be held by one person or jointly by two people but will be limited to one vote in all PTA matters. The Executive Vice-President:

- Is a member of the PTA Executive Committee
- Assists the President in all executive duties.
- Assumes the duties in the absence of the President.
- Fills in as President should the office become vacant.
- Acts as Parliamentarian if needed (ref: Article 6.2)

3. The Vice-President: The office of the Vice-President may be held jointly by up to 2 persons for primary school and up to 4 persons for secondary school representing each school. The Vice-President:

- Is a member of the PTA Executive Committee
- Shall be the main liaison between the principals of the schools and the PTA Executive Committee.
- Co-ordinates the class representatives (who are a point of contact with the class parents)
- Makes reports to the PTA Executive Committee.

4. The Secretary: The office of the Secretary shall be held by one person. The Secretary:

- Is a member of the PTA Executive Committee
- Keeps and files minutes of the general meetings and the PTA Executive Committee meetings
- Arranges for minutes to be translated into French
- Provides minutes to the PTA Executive Committee and any other meeting attendees, and posts them for information
- Is responsible for the official correspondence of the association.

5. The Treasurer: The Treasurer:

- Is a member of the PTA Executive Committee
- Keeps financial accounts of the association
- Presents an estimated annual budget for the approval of the general membership at the first meeting of each year
- Ensures that all funds paid relate to the aims of the association, are accompanied by receipts and are approved by the Executive Committee
- Prepares monthly financial statements and presents them to the PTA Executive Committee and the general membership
- Writes all checks for the association
- Is responsible for a smooth transition with a hand-over period to the incoming treasurer
- Submits records for yearly audit.

ARTICLE 6: PROCEDURES

1. Generally accepted rules of parliamentary procedure shall apply at the general meetings and include, but are not limited to:

- Proposals requiring formal action shall be directed to the President and stated as motions and must be seconded before discussion.
- Following discussion, the President will call for a vote.
- Discussion on a motion can be stopped by a motion supported by two-thirds of those present.
- The Majority vote of active members present shall prevail at general meetings.

2. The Executive Vice-President will ensure that general meetings conform to reasonable principles of parliamentary procedure.

3. The President (or appointed Board of Trustees Observer) will report relevant information from the Board of Trustees meetings to the PTA Executive Committee.

ARTICLE 7: PTA EXECUTIVE COMMITTEE

1. The PTA Executive Committee of the association consists of: elected officers (ref. Article 5) and, on a non-voting basis, teacher representatives, Headmaster, School Principals and Special Committee Chairpersons. Other persons, outside of the PTA Executive Committee, may attend the executive committee meetings, upon application to or invitation from the President or Executive Vice President of the PTA Executive Committee.

2. The PTA Executive Committee has full executive powers to administer the operation of the association. It is represented in all official activities by the President.

3. PTA Executive Committee meetings may be held prior to each general meeting, or as deemed necessary by the President. At any time, special meetings may be called at the discretion of the President.

4. At PTA Executive Committee meetings, a quorum (fifty-percent) of voting members must be present to take formal action. A majority vote of those present will prevail. In a split vote the president will have the deciding vote. If necessary, a vote of the Executive Committee may be taken by telephone or e-mail, in which case the Secretary will poll the members and file the results of the vote with the minutes of the PTA Executive Committee.

5. All PTA expenditures must be approved by the PTA Executive Committee. The PTA Executive Committee may authorize the disbursement of any funds in accordance with the approved PTA budget and with the purposes of the association. Any expenditure in excess of 1000 Euros that is not in the approved budget will be notified to the general membership.

ARTICLE 8: GENERAL MEETINGS

1. General meetings of the association will be held once a term according to a schedule developed in cooperation with the administration. Meeting dates will be publicized in advance via the school and PTA newsletters. Meetings may be held during the evening, if appropriate to meet the needs of the overall membership population.

2. General meetings shall include, but need not be limited to the following agenda items:

- Call to order

- Approval of minutes from the last general meeting and reading of any correspondence of interest to the general membership;

- The treasurer's report;
- Committee Reports, as needed;
- Old Business;
- New Business;
- Announcements and
- Adjournment

3 Members of the association may submit agenda items for consideration by the general meeting, in writing to the President, at least five days prior to a general meeting.

4 Major policy issues may be brought before the general meeting for discussion by the process outlined above (ref. Article 6.1). Policy statements that express the views of the membership may be proposed and discussed, but may not be voted upon until the next meeting.

ARTICLE 9: SPECIAL COMMITTEES

1 Special Committee chairpersons or co-chairpersons are appointed by the President from the active general membership. Committee Chairpersons may appoint committee members as needed and should be prepared to give progress reports and provide information concerning the work of the committee to the PTA Executive Committee and general meetings as needed throughout the year.

2 Special Committees are appointed for specific purposes and can include, but are not limited to, the following:

- **NOMINATING COMMITTEE:** (ref. Article 4.3)
- **BY-LAWS COMMITTEE:** Reviews proposed changes to the By-Laws and makes recommendations to the PTA Executive Committee and the general membership (ref. Article 10.1)
- **BUDGET COMMITTEE:** Including, but not limited to, outgoing and incoming Treasurers. This committee develops an estimated budget for presentation to the general membership at the first general meeting of the school year. The committee ensures that a priority of the budget plan is to provide carry over funds to begin the PTA for the following year.
- **EVENTS COMMITTEES**

ARTICLE 10: AMENDMENTS AND REVISIONS

These By-Laws may be Amended (a major change or substitution) or Revised (minor changes or change in wording) by one of the following methods:

1 Proposals for change may result from a regular review by a By-Laws Committee to ensure that current practices and legal issues are reflected in the By-Laws of the association, or from a suggestion in writing submitted to the President by any member.

2 Proposals shall first be reviewed by the By-Laws Committee, then reviewed by the PTA Executive Committee and finally presented in writing to the general membership with the recommendation of the PTA Executive Committee, before being voted upon for adoption at the next meeting.

3 A majority vote of members present shall govern the decision.

ARTICLE 11: DISSOLUTION

The dissolution of the association can only be proposed at the request of the PTA Executive Committee, or by written demand from at least 50 percent of the members of the association. It must then be discussed at a special general meeting whose purpose, time and location must be communicated to all members at least twenty days in advance. If a proper motion for dissolution obtains a majority vote of the members present, the association is then dissolved and the general membership meeting determines, within the limits fixed by law, and in consultation with the school administration, the allocation of the remaining funds.