

PARENT TEACHER STUDENT ASSOCIATION OF THE AMERICAN INTERNATIONAL SCHOOL OF ROTTERDAM

ARTICLE 1 – NAME

The name of the organization shall be the Parent Teacher Student Association of the American International School of Rotterdam (PTSA).

ARTICLE II – PURPOSE

- a) The purpose of the association is to establish a channel through which its members may advance the educational processes and facilities of the school and promote the integration of the home, community and school.
- b) This purpose shall be achieved by coordinated membership committees contributing such efforts and talents as may be requested by the school staff, by sponsoring fund raising projects within the school community to provide materials and equipment for the school, by supporting school outreach activities within the local community as well as the global community and by holding social and educational meetings.
- c) This association shall neither direct the administrative and educational activities of the school nor control its policies and procedures. Nor shall the school direct the association's activities.

ARTICLE III – MEMBERSHIP AND DUES

- a) The ordinary membership shall consist of school board members, teachers, students and parents or guardians of children enrolled in the school.
- b) All consul generals and/or their spouses shall be invited to be honorary members of the PTSA. Other appropriate distinguished members of the local community may be invited by the Executive Committee to become honorary members. In the event that an individual is entitled to both ordinary and honorary membership, he or she shall be deemed to be an honorary member.
- c) (i) No dues shall be levied from ordinary members.

- (ii) The association shall fund its expenses and expenditure through such fund raising activities as it may arrange.
- (iii) The executive board may in addition request donations from the membership towards specific items of capital expenditure for which there would otherwise be insufficient funds.
- (iv) The closing balance in the bank at the end of each fiscal year shall exceed the opening balance in the bank in that fiscal year by an amount approximately equivalent to the current rate of inflation.
- (v) Honorary members shall be entitled to attend functions by the association without payment of ticket or entrance fee.

ARTICLE IV – OFFICERS

- a) The management of the association shall be composed of the following:
 - (i) Elected officers shall consist of President, Vice-President, Secretary and Treasurer.
 - (ii) An Executive Committee consisting of elected officers, school directory and a teacher's representative.
 - (iii) An Advisory Board consisting of Executive Committee, Chairmen of Standing Committees and any other individuals invited to advise and assist as required.
- b) Elected members of the executive committee shall hold office for a period of one year and shall be elected by ballot at the annual general meeting. They shall not serve in any position on the executive committee for more than two consecutive years.
- c) Any member of the association, other than members of the school Board, shall be eligible to hold office in the PTSA.
- d) Nominating Committee
 - (i) There shall be a nominating committee consisting of three members of the association selected by the executive committee. The President shall not serve on the nominating

- committee but shall appoint one of the three as the committee chairperson.
- (ii) Any member may submit nominations to the nominating committee until three days prior to the annual general meeting. In addition, any member may offer nominations for the floor during the annual general meeting.
 - (iii) Members of the nominating committee may be nominated for any office as long as they have not held that office for the two previous years consecutively.
- e) Elections
- (i) The Executive Committee shall appoint an election committee whose duty it shall be to count ballots and report the results to the presiding officer.
 - (ii) The presiding officer shall conduct the election.
 - (iii) Nominees who are not selected may be nominated for any subsequent office.
 - (iv) Officers shall be elected by secret ballot.
 - (v) The newly elected officers shall assume their duties effective upon the adjournment of the annual meeting, or at the end of the school year, whichever comes first.
- f) Vacancies in the office of the President shall be filled with the acting vice-president. A nominating committee shall be formed to fill all other vacancies. The nominating committee will submit nominations to the general membership. Candidates will be elected with a majority of ballots received and tabulated by the nominating committee.

ARTICLE V – DUTIES OF THE OFFICERS

President: To call meetings of the executive committee and, in consultation with the school director, general meetings of the PTSA, and to take the chair at such meetings. To coordinate the activities of officers and standing committees and to arrange for the creation of temporary committees as appropriate. To be an ex-officio member of all committees.

Vice-President: To act in the place of the President whenever

he/she cannot be present at meetings or in case of illness to take over the coordination of activities of the officers and standing committees as appropriate.

Secretary: To give notice of executive committee and general meetings and to draw up agendas in consultation with the President. To prepare minutes of such meetings and to circulate all members minutes at the annual general meeting incorporating a summary of activities by the standing committees. To be responsible for keeping all other PTSA records, and for correspondence on behalf of the PTSA.

Treasurer: To maintain books of account and to act for the association in all dealings with the bank. In the absence of the Treasurer, any two of the PTSA officers whose signatures are on file may act for the association in all dealings with the bank. The Treasurer will also prepare and present a periodic report of account to the executive board and general membership.

Outreach Coordinator: To oversee the duties of the Outreach Committee, work in partnership with the CAS Coordinator and supporters of the Outreach programs as well as to report to the General Assembly/Executive Committee.

ARTICLE VI- NEWSLETTER

The executive committee will publish a newsletter to the members of the association. The editor will be appointed by the president and will be a member of the advisory board.

ARTICLE VII- COMMITTEES

- a) There shall be standing committees as deemed necessary. (Welcoming and/or International Dinner)
- b) A chair shall be elected by the members of the committees for a term of one year coinciding with the academic school year. The chair shall serve for a term of one year coinciding with the academic school year. The chair for the following year shall be elected during the last meeting of each committee prior to the Annual general meeting.
- c) Each committee may sponsor fund-raising projects

which have been coordinated with the executive committee. The proceeds from such projects shall become part of the general PTSA fund, and shall be dispersed at the discretion of the executive committee.

- d) Activities of the committees shall be coordinated by the president and the school director.
- e) Temporary committees may be appointed by the president when the need shall arise and shall be dissolved when their intended purpose has been accomplished.

ARTICLE VII- VOTING

The vote may be taken on any business matters by voice vote or show of hands, except that the election of officers shall be by secret ballot.

ARTICLE IX- MEETINGS AND QUORUMS

- a) The date and place for general membership meetings shall be decided and announced by the executive committee.
- b) The executive committee and the advisory board shall meet at the call of the presiding officer.
- c) Standing and special committees shall meet at the call of the chair.
- d) A special meeting of the association may be called at the request of ten percent of the membership provided that written notice, including the subject to the meeting, is sent to each member at least one week in advance of the meeting date.
- e) Majority
 - (i) At any regularly scheduled general membership meeting, a majority vote of those present shall carry or reject a motion. All members shall be advised in advance of the subject to be voted upon if it is more than normal routine importance
 - (ii) At all committee meetings, a majority of the members of the committee shall constitute a quorum. A majority vote of the members present shall carry or reject any motion.
 - (iii) At any time when taking a vote on proposed

amendments to these by-laws, a two-thirds majority of those present shall carry or reject any motion for amendment. If it is not possible to hold such a meeting, a vote may be taken by written notice to all members. A two-thirds majority vote of those responding shall carry or reject the motion.

ARTICLE X- ANNUAL GENERAL MEETING AND AUDIT

- a) The last general membership meeting of the school year shall be known as the annual general meeting.
- b) The association fiscal year shall coincide with the academic school year.
- c) The books of account should be audited by two suitable persons, other than members of the executive committee, appointed for this purpose of the executive committee. These auditors should report to the annual general meeting.

ARTICLE XI- PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order Revised” Shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE XII-AMMENDMENTS

- a) Proposed amendments to these by-laws shall be submitted to the executive committee in writing. If the proposed amendment meets with the committee’s approval, it shall be introduced to the association membership for consideration by the association members present. If the majority of the members present agree, the proposal shall be voted upon at the next scheduled general membership meeting.
- b) The date and place of any meeting at which an amendment is to be voted upon must be announced in writing to all members not less than ten days prior to the date of the scheduled meeting. The announcement must state the purpose of the meeting and the proposed amendment to be vote upon. If such a meeting is not to be held, a notice of the proposed change is to

be sent to each member. After ten days, a notice shall be sent to each member for a vote.