

**Qingdao No. 1 International School of Shandong Province
PARENT TEACHER ASSOCIATION
BYLAWS**

ARTICLE I - PURPOSE

Our School PTA shall strive to:

- a. Develop a closer connection between school and home by encouraging parent involvement.
- b. Enhance the educational experience by supporting academic and enrichment activities.
- c. Improve the environment at our school by providing volunteer and financial support.

ARTICLE II - POLICIES

Section 1 - This organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or for any purpose other than the regular work of the organization.

Section 2 - This organization shall not seek to direct the administrative activities of the school, or to control its policies (see appendix 1 – Role of the PTA).

Section 3 - This organization may cooperate with other organizations and agencies active in child welfare, provided they make no financial nor manpower commitments, which bind their members.

Section 4 - All funds shall be kept in a lock box in the Upper School safe.

Section 5 - The organization shall leave a minimum of \$10,000 RMB in the treasury at the end of each fiscal year.

Section 6 - Reimbursement requests must be made within 45 days of the expenditure, otherwise the request will be denied.

Section 7 – Contract signing authority is limited to the President or the President’s designee and Vice-President.

ARTICLE III - MEMBERSHIP & DUES

Section 1 – Automatic membership is awarded to the teaching staff of QISS and all parents or guardians of children currently enrolled in QISS; there shall be one vote per membership, one membership per household.

ARTICLE IV - FISCAL YEAR

The fiscal year of QISS PTA shall be from August 1 through July 31 of the following year.

**ARTICLE V - OFFICERS AND THEIR ELECTION
(Beginning May 2014)**

Section 1 -

- a. The officers of this organization shall consist of one President, Vice-President, Secretary, and Treasurer.
- b. Officers shall be elected annually in the month of May (beginning in May 2014).
- c. Each position shall be voted for independently.

- d. The newly elected officers shall assume their duties August 1st and shall serve for a term of one year or until the election of their successors.
- e. A person shall not be eligible to serve more than two consecutive terms in the same office.
- f. The outgoing President shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.

Section 2 -

- a. There shall be a Nominating Committee composed of at least four (4) members, one of whom is a current officer or the immediate past president, as selected by the Executive Board, and at least three of whom are volunteers from the members at large.
- b. The Nominating Committee shall nominate at least one eligible person for each office to be filled and report its nominees at the April General Membership meeting. Additional nominations may be made from the membership at large. Voting shall take place in the month of May among the membership at large.
- c. Nominations for all PTO positions will be open up to one week prior to the election meeting (the "freeze date"). Nominees who meet the deadline will appear on the pre-printed ballot and will be publicly announced. Nominees who come forward after the freeze date will be considered write-in candidates on the ballot and will receive no public announcement.
- d. The consent of each nominee shall be secured before his/her name is presented.
- e. The outgoing Executive Board and the newly elected officers shall have a combined meeting in June so as to provide an orderly transfer of responsibility.

Section 3 - A vacancy occurring in any office during the school year shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, a Vice President shall assume the duty for the remainder of the school year, or until the office is filled.

Section 4 - By a two-thirds (2/3) vote of the entire Executive Board, an officer may be removed from office for failure to perform duties.

ARTICLE VI - DUTIES OF OFFICERS

Section 1- President- Duties

- a. Preside over General PTA meetings and Executive Board meetings.
- b. Serve as the official representative of the PTA.
- c. Retain all the official records of the PTA.
- d. Recruit or appoint committee chairpersons.
- e. Prepare agenda for General PTA meetings and Executive Board meetings.
- f. Contract signing authority.
- g. Create and publish the annual PTA calendar by the first PTA meeting of the school year.
- h. Deliver to the successor in office, all records in his/her possession by the fiscal year end.
- i. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Section 2- Vice President- Duties

- a. Act as a liaison between your respective communities and the PTA Executive Board.
- b. Act as aide to the president.
- c. Perform the duties of the president in the event of that officer's absence or inability to serve.
- d. Act as liaison between the committee chairs and the executive board.
- e. Manage the recruitment for various PTA committees.
- f. Deliver to the successor in office, all records in his/her possession by the fiscal year end.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Section 3- Secretary- Duties

- a. Keep minutes of all General PTA meetings and all Executive Board meetings.
- b. Prepare correspondence for distribution at General PTA meetings.
- c. Finalize minutes, obtain necessary approval, and post minutes in a timely manner.
- d. Maintains masters of all documents, communications, and papers belonging to the organization.
- e. Keep calendar of events for the PTA.
- f. Deliver to the successor in office, all records in his/her possession by the fiscal year end.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

Section 4- Treasurer- Duties

- a. Serve as custodian of all organization funds, and shall be authorized to disperse approved funds on behalf of the PTA.
- b. Give monthly financial reports for review at all General PTA meetings and Executive Board meetings.
- c. Be present at PTA events where money is collected.
- d. Prepare a year-end fiscal report by fiscal year end.
- e. Facilitate an annual audit of PTA funds.
- f. Deliver to the successor in office, all records in his/her possession by the fiscal year end.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.

ARTICLE VII –EXECUTIVE BOARD

Section 1 - Composition

The Executive Board shall consist of the officers of the organization and the Principal (or representative to act on his/her behalf).

Section 2 - Responsibility

The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

Section 3 - Duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between general membership meetings.
- b. To approve the plans of the project committees.
- c. To present a report at the general membership meeting of any action taken by the Executive Board.
- d. To facilitate an annual audit of the treasurer's records after fiscal year end, and before the first fall general membership meeting.
- e. To prepare an annual budget for membership approval.
- f. To approve routine bills within the limits of the budget.
- g. To fill vacancies of elected positions.
- h. To oversee fundraising activities of the school year.

Section 4 - Executive Board Meeting

The Executive Board shall meet monthly prior to the general membership meeting. Special meetings may be called by the President or by a majority of the members of the board.

Section 5 - The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of \$1000.00 RMB. Expenditures over \$1000.00 RMB must be put to a vote of the membership.

ARTICLE VIII –COMMITTEES

Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

Section 1 - The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the Executive Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.

Section 2 - Special committees may be established by the Executive Board, or by action taken at a general membership meeting.

ARTICLE IX – GENERAL ASSEMBLY MEETINGS

Section 1 - Frequency

Regular meetings of the organization shall be held quarterly during the school year or as designated by the Executive Board.

ARTICLE X - DISSOLUTION

Section 1- Funds

In the event of the dissolution of the QISS PTA, any and all funds remaining in the treasury at the time of dissolution shall be submitted to Qingdao No. 1 International School of Shandong Province.

ARTICLE XI - REVISION OF BYLAWS

Section 1 - Revision Procedure

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general membership meeting, or by a 2/3 vote of the entire Executive Board.
- b. Amendments and/or revisions must be posted on the PTA website or bulletin board at least one general membership meeting prior to the general membership meeting in which all proposed changes are read and discussed.
- c. Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general membership meeting provided that the proposed amendment has been presented at a previous regular meeting.

Section 2 - Revision Schedule

These bylaws may be revised on a three year schedule, or as needed.

These Bylaws were adopted by the newly incorporated QISS PTA on *6 September 2013*.

The Executive Board unanimously approved the original Bylaws on *6 September 2013*.

Revisions were approved on the following dates:

APPENDIX 1 – Role of the PTA

The Role of the PTA:

The PTA DOES:	The PTA does NOT:
Support the educational programs and extracurricular activities of QISS.	Run QISS.
Encourage parents' involvement in their individual children's lives, education, class and school.	Force parents to participate in PTA and/or school activities.
Provide feedback and suggestions for QISS programs.	Set policy regarding QISS programs.
Coordinate programs and projects that will support or enrich the curriculum.	Define the curriculum at QISS.
Encourage/Fund the increased exposure of students to technology.	Dictate the technology platforms and/or software used by QISS.
Provide feedback/assist with increased and awareness of school safety and security issues.	Define or interfere with the security program and policies at QISS.
Organize fundraising efforts to support enrichment programs, equipment, and services not covered by the QISS budget.	Control the QISS budget.
Support the educational goals of QISS and assist with attaining those goals through parent and community volunteering.	Set the educational goals, testing requirements or compliance factors of QISS.
Recruit volunteers and coordinate volunteer efforts to staff PTA functions and assist with school programs.	Have jurisdiction or authority over school staff, teacher and other employees.
Support the QISS community in a positive, encouraging manner.	Perpetuate negativity in the QISS community.