

**PTA  
CONSTITUTION  
&  
BYLAWS**

**INTERNATIONAL SCHOOL BANGKOK  
PARENT TEACHER AUXILIARY**

**BANGKOK, THAILAND – MAY, 2011**  
Updated May 2015

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# **CONSTITUTION & BYLAWS**

PARENT TEACHER AUXILIARY  
INTERNATIONAL SCHOOL ASSOCIATION  
BANGKOK, THAILAND

## **Article 1 NAME**

The name of this organization shall be the PARENT TEACHER AUXILIARY OF THE INTERNATIONAL SCHOOL ASSOCIATION, Bangkok, Thailand, hereinafter referred to as "PTA."

## **Article 2 PURPOSE**

The purpose of this organization is:

- A. To promote the welfare of students through parent involvement in school affairs.
- B. To provide a forum wherein parents, teachers and administrators can discuss issues of mutual interest to the ISB Community.
- C. To assist the teachers and staff.

## **Article 3 MEMBERSHIP**

The PTA is composed of:

- A. Regular Members who are parents or guardians of ISB students.

- B. Members who are ISB administrators and teachers without ISB students.

**Article 4**  
**GOVERNING BOARD**

The PTA will be represented by the PTA Governing Board, which consists of the Executive Board, Community Representatives, and any Standing Committee Chairpersons.

**EXECUTIVE BOARD**

- A. The Executive Board officers shall include: President, First Vice-President, Second Vice-President, Secretary, Treasurer, High School Coordinator, Middle School Coordinator, Elementary School Coordinator, Communications Coordinator, Hospitality Coordinator, Welcome Wai Coordinator, and Host Country Representative. These are the voting members.
- B. The Executive Officers shall be elected by a simple majority of the PTA members present at the May Annual General Meeting (AGM). The Executive Officer positions are open to parents and guardians of ISB students.
- C. Term of office shall be for one year, to begin the day after the last day of the school year, and continue until the last day of the following school year.
- D. There shall be at least 8 meetings annually of the Executive Board. Meeting of the Governing Board, as long as there is a quorum of Executive Board members, will fulfill this requirement.
- E. The duties of the Executive Board are to conduct all necessary business in the intervals between the general meetings; to approve plans of work of the Executive Officers and any special committees established; to prepare updated job descriptions and annual reports, to prepare an annual budget, to pass on all records to successors. In addition, the Executive Board will compile a Combined Annual Report, which will be made available for the general membership by the May AGM.

**Article 5**  
**NOMINATING COMMITTEE AND ELECTIONS**

- A. The Nominating Committee shall consist of five members. The President will appoint the committee as follows: three members from the Executive Board, including the First Vice President, and two members from the organization at large, subject to the approval of the Executive Board.
- B. The Nominating Committee shall be chaired by the First Vice-President, who must determine each candidate's willingness to be nominated and serve the term if elected.
- C. The Nominating Committee will follow these guidelines:
  - 1. An announcement shall be published in March, inviting any member of the PTA interested in serving on the Executive Board to notify the Nominating Committee.
  - 2. The Nominating Committee shall prepare a slate of candidates for the eleven (11) positions, and this slate shall be posted and/or published in school publications before the May AGM.
  - 3. No ISB Administrator or ISB Board of Trustees Officer is eligible to be elected or serve on the PTA Executive Board.
- D. Nominations will be accepted from the floor during elections, but each nomination shall require the nominee's prior approval, and must be made prior to the presentation of the slate of candidates.
- E. The election of the officers shall be held at the PTA AGM.
- F. No person shall serve more than two (2) consecutive school years in the same position on either the Executive Board or as chairpersons. In the case of no nominees for a position, the Executive Board may approve, by a simple majority, a term extending beyond two (2) consecutive years.
- G. If during the term of office an Executive Board member is unable to fulfill the duties of their office, the remaining members of the Executive Board will provide notification to the ISA community to request nominees to fill the vacant position. The Executive Board is permitted to accept a nomination from an individual who has held the same position during the previous two (2) school years.

**Article 6**  
**EXECUTIVE BOARD VOTING**

- A. Eight (8) members of the twelve (12) members of the Executive Board shall constitute a quorum, and voting at Executive Board Meetings can only be done when a quorum is present.
- B. A majority vote will be based on the majority number of members in attendance.
- C. Special Executive Board Meetings may be called by the President or by the First Vice-President or by written request of three (3) members of the Executive Board to fill a vacancy in the presidency.
- D. Only Executive Board Officers have voting rights.
- E. Where any Executive Board Officer position is occupied by two persons, the position shall have one (1) vote.

**Article 7**  
**DUTIES OF THE OFFICERS**

**PRESIDENT**

The President shall:

- A. Be the official representative of the PTA and will have authority over all matters pertaining to the PTA.
- B. Preside over all PTA Governing Board, Executive Board, and General Meetings, following *Robert's Rules of Order*.
- C. Appoint, as necessary, chairpersons of Standing Committees, who are members of the PTA Governing Board and may attend PTA Executive Board meetings, and shall be an ex-officio member of such committees.
- D. Appoint two (2) representatives from the general membership, plus three (3) Executive Board members, including the First Vice – President, to be members of the Nominating Committee.
- E. In the event of a vacancy on the PTA Executive Board, the President shall call a special meeting to fill the position by appointment, approved by a majority of all PTA Executive Board members.

- F. Set dates for all PTA functions with guidance from board members.
- G. Be empowered to sign checks drawn against the PTA's bank account if the Treasurer is not available to do so.
- H. Keep the President's notebook, files, and job description current.
- I. Prepare an agenda for the PTA Executive Board and General Meetings.
- J. Prepare an annual budget, in conjunction with the Treasurer, by September for approval by the Executive Board.
- K. Prepare an annual report to be included in the PTA Combined Annual Report.
- L. Present the PTA's Combined Annual Report at the May AGM.
- M. Meet with the Head of School weekly
- N. Brief the Board of Trustees on PTA activities when requested by the Head of School.
- O. Write a column for each issue of Touchstone to provide the ISB community with updates on the activities of the PTA.

#### **FIRST VICE-PRESIDENT**

The First Vice-President shall:

- A. Assume duties of the President during his/her absence.
- B. Assist the President as required.
- C. Be the PTA representative on ISB committees, such as Food, Security, and Transportation and on ISB Volunteer Sign-up Days.
- D. Liaise and support the Community Representatives and report to the PTA Executive Board on their activities as appropriate.
- E. Chair the PTA Nominating Committee.
- F. In the event of a vacancy in the Presidency, call a special meeting of the remaining Executive Board officers to fill the presidency by appointment approved by a majority of all Executive Board members.
- G. If requested, run the International School Bangkok Board of Trustees elections.
- H. Keep the First Vice-President's notebook, files, and job description current.
- I. Present a monthly report at the PTA Governing Board Meetings.
- J. Prepare an annual budget for his/her area of responsibility by September for approval by the Executive Board.
- K. Prepare an annual report to be included in the PTA Combined Annual Report.



## **SECOND VICE-PRESIDENT**

The Second Vice-President shall:

- A. Assume duties of the First Vice-President during his/her absence.
- B. Oversee the fund-raising events for the PTA, including but not limited to IFF, Special Events, Adult Education, and concession sales.
- C. Appoint Coordinators as necessary to fulfill duties of the fund-raising events. Each appointed Coordinator will follow these guidelines:
  - 1. Organize the event.
  - 2. Work with the Second Vice-president and Treasurer.
  - 3. Maintain an organized notebook, which will include a closing report and job description.

In the event that a Coordinator is not found to fill a position, the Second Vice-president is not obligated to chair that position.
- D. Work with the PTA Treasurer and follow PTA Bylaws regarding financial matters.
- E. Maintain all concession equipment in good working order.
- F. Keep the Second Vice-President's notebook, files, and job description current.
- G. Present a monthly report at the PTA Board Meetings on behalf of International Family Fair (IFF), Special Events and Adult Education Coordinators.
- H. Prepare an annual budget for his/her area of responsibility by September for approval by the Executive Board.
- I. Prepare an annual report to be included in the PTA Combined Annual Report.

### **SECRETARY**

The Secretary shall:

- A. Take minutes at meetings and distribute copies as necessary to PTA's Governing Board members no more than one (1) week following the PTA Executive Board meeting.
- B. Secure rooms and refreshments for all PTA General and Executive Board Meetings.
- C. Prepare correspondence for the PTA.
- D. Maintain a file of all previous and current paperwork, including but not limited to minutes for General and Executive Board Meetings, PTA correspondence, PTA annual reports, and bylaws.
- E. Keep the PTA Office in working order, clean and orderly.
- F. Maintain the PTA copier.
- G. Keep the PTA materials stored in the warehouse and the PTA storage room in working order, clean and orderly.
- H. Order additional office supplies and stationery when necessary.
- I. Keep the Secretary's notebook, files, and job description current.
- J. Prepare an annual budget for his/her area of responsibility by September for approval by the PTA Executive Board.
- K. Prepare an annual report to be included in the PTA Combined Annual Report.
- L. Check the PTA e-mail account regularly.
- M. Coordinate the submission of the PTA calendar dates to the ISB administration.

### **TREASURER**

The Treasurer shall:

- A. Be responsible for all funds coming into the PTA, and shall deposit such funds into the PTA's bank accounts.
- B. Make disbursements authorized by the PTA Executive Board, issue receipts, and keep account of all the transactions of the PTA, following guidelines set out in Article 10.
- C. Be empowered to sign checks drawn against the PTA's bank account.
- D. Have authority to pay expenses from the petty cash fund for expenses with receipts of all such expenditures kept in the Treasurer's files and recorded in the next Board minutes.
- E. Prepare an annual budget based on information given by the Executive Board members. The budget shall be prepared in

August voted in and approved by the Executive Board at the September meeting, and then presented at the October General Meeting for the general community to view.

- F. Oversee PTA Donation Requests.
- G. Submit a written report of the financial standing of the PTA at each monthly meeting.
- H. Prepare an annual report to be included in the PTA Combined Annual Report.
- I. All financial records and reports will be made available for audit by the ISB CFO or his/her official designee by the last day of the school year.
- J. Keep the Treasurer's notebook, files, and job description current.
- K. Write a column providing the ISA community with updates on the PTA finances for the Touchstone when asked by the Publications Coordinator.

### **SCHOOL COORDINATORS**

The three (3) School Coordinators are: one (1) with responsibility for Elementary School, one (1) for Middle School, and one (1) for High School. Each Coordinator shall:

- A. Appoint Grade Coordinators and other Special Coordinators, as needed, and provide support and assistance to these persons in the performance of their duties.
- B. Select chairpersons and be an ex-officio member for needed committees.
- A. Request members to assist with PTA activities when needed.
- B. Prepare an agenda for each PTA School Meeting with the appropriate Principal.
- C. Invite the Principal(s), Grade and Special Coordinators, chairpersons, and parents/guardians to all regularly scheduled PTA School Meetings. Provide leadership and manage the conduct of these meetings.
  - 1. All members in attendance have voting privileges on all issues.
  - 2. The School Coordinator votes only in a tie-breaking situation.
- D. Coordinate and distribute information between parents and the school, including updating the respective school's PTA information on the ISB website with the Communications Coordinator.

- E. Where appropriate, represent general parent interests, ideas and suggestions to the school's leadership team.
- F. Keep the School Coordinator's notebook, files, and job description current.
- G. Present a monthly report at the PTA Board Meetings.
- H. Prepare an annual budget for his/her area of responsibility by September for approval by the Executive Board.
- I. Prepare an annual report to be included in the PTA Combined Annual Report.
- J. As appropriate, provide articles to Touchstone staff concerning activities in their respective schools for inclusion in Touchstone.
- K. The High School Coordinators will coordinate the development, solicit sponsorship, and oversee the printing and sales of the mini calendar.
- L. Where appropriate, Elementary School Coordinators will coordinate with room parents to coordinate PTA events and activities.

#### **COMMUNICATIONS COORDINATOR**

The Communications Coordinator shall:

- A. Oversee editing, layout, writing, proofreading, publishing, and distribution of *Touchstone*.
- B. Establish a committee as needed for *Touchstone*.
- C. Set and publish deadline dates for submitted material.
- D. Maintain a file of past issues of *Touchstone*.
- E. Keep the Touchstone Editor's notebook, files, and job description current.
- F. Present a monthly report at the PTA Executive Board Meetings.
- G. Prepare an annual budget for his/her area of responsibility by September for approval by the PTA Executive Board.
- H. Prepare an annual report, to be included in the PTA Combined Annual Report.
- I. Update the PTA website as needed.
- J. Publish "PTA e-news" newsletters as needed.

#### **HOSPITALITY COORDINATOR**

The Hospitality Coordinator shall:

- A. Extend the PTA's hospitality toward staff and parents at ISB.

- B. Distribute guidelines for recognition by Hospitality, such as cards or gifts/flowers for farewells, births, welcomes of new staff.
- C. Organize PTA activities for staff, such as Cookie Day, Staff Appreciation Luncheon, and hospitality treats.
- D. Liaise with the Welcome Wai and provide support as required for Welcome Wai events.
- E. Recognize important events in lives of ISB staff and the membership at large.
- F. Keep the Hospitality Coordinator's notebook, files, and job description current.
- G. Present a monthly report at the PTA Board Meetings.
- H. Prepare an annual budget by September for approval by the Executive Board.
- I. Prepare an annual report to be included in the PTA Combined Annual Report.

#### **WELCOME WAI COORDINATOR**

The primary role of the Welcome Wai Coordinator is to provide welcome to new ISB families.

The Welcome Wai Coordinator shall:

- A. Organize activities for parents, such as Welcome Coffees, New Parent Orientations, and other Welcome Wai events.
- B. Serve as the first point of welcome to new ISB families, directly and electronically.
- C. Coordinate with the First Vice President to ensure Community Representatives are aware of Welcome Wai events and activities.
- D. Serve as the PTA representative to the school for the integration of new families into ISB.
- E. Prepare a monthly report at the PTA Governing Board meetings.
- F. Prepare an annual budget by September for approval by the Executive Board.
- G. Prepare an annual report to be included in the PTA Combined Annual Report.

#### **HOST COUNTRY REPRESENTATIVE**

The Host Country Representative shall:

- A. Encourage the Thai parent community to participate in PTA sponsored events and coordinate volunteers for these functions.

- B. Help organize PTA activities.
- C. Disseminate PTA information within the Thai parent community.
- D. Help connect with Thai business and government organizations.
- E. Serve as the PTA's point of contact for opportunities to interact positively with the larger Thai community beyond campus, i.e., ISB's local Thai neighborhoods.
- F. Keep the Host Country Representative notebook, files and job descriptions current.
- G. Present a monthly report at the PTA board meetings.
- H. Prepare an annual report to be included in the PTA Combined Annual Report.

**Article 8**  
**COMMUNITY REPRESENTATIVES**

One (1) representative from each country, geographic region, or language represented at ISB (if they wish to name a representative) are members of the PTA Governing Board and may attend PTA Executive Board Meetings.

Community Representatives shall:

- A. Serve as liaisons between the PTA Executive Board and their respective communities.
- B. Provide a channel of communication between the PTA Executive board and community groups through which the interests and concerns of their respective communities may be expressed.
- C. Promote community involvement in PTA activities.
- D. Liaise with the PTA First Vice President in support of his/her duties as Executive Board PTA Liaison to Community Representatives.
- D. Advise PTA on how PTA can support community activities.

**Article 9**  
**FINANCES**

- A. The annual budget, as prepared and presented to the Executive Board by the PTA Treasurer as outlined under the duties of that office, shall be accepted by a majority vote by the September PTA Executive Board Meeting.
- B. The approved annual budget will be presented at the October PTA General Meeting and will be available to all PTA members.
- C. Expenditures outside the budget in an amount not to exceed Bt10,000 total may be approved solely by the PTA President and Treasurer between Executive Board Meetings, with a report of all such expenditures included in the next budget report for the Executive PTA Board.
- D. Expenditures outside the budget exceeding Bt10,000 must be approved at an Executive Board Meeting, or by a majority vote of all Board members taken at an Extraordinary Executive Board meeting and recorded in the next budget report for the Executive PTA Board.

- E. All financial records and reports of the PTA shall be made available to the ISB Chief Financial Officer or his/her designee for annual audit.



- F. Should vacancies exist in 4 or more of the elected positions of the Executive Board, all PTA funds shall be frozen until such time as sufficient positions have been appointed to constitute a quorum of the Board.
- G. Any fundraising sponsored by the PTA must be approved by the Executive Board.

**Article 10  
PTA GENERAL MEETINGS**

- A. PTA General Meetings shall be held at least two (2) times annually and shall be listed on the ISB School Calendar.
- B. The PTA budget will be presented at the October General Meeting, and elections will be held at the May Annual General Meeting (AGM).

**Article 11  
AMENDMENTS**

- A. The PTA Constitution and Bylaws may be reviewed as needed.
- B. Amendments to this Constitution must be proposed in writing at a PTA General Meeting with a two-thirds (2/3) vote of those present necessary for adoption.

**Article 12  
EMERGENCY POWERS OF THE EXECUTIVE BOARD**

- A. In the event of extraordinary circumstances, which shall be deemed as such by the PTA Executive Board, any and/or all articles of this Constitution and Bylaws with the exception of Article 13 may be suspended by a majority vote of the PTA Executive Board.
- B. The suspension shall last for a period of time not to exceed forty-five (45) days.
- C. At the end of this period of time or prior to its end, those articles suspended shall either be reinstated or amended following procedures in Article 11.

**Article 13**  
**DISSOLUTION OF THE ASSOCIATION**

- A. The PTA Executive Board may call a General Meeting to dissolve the organization if and when conditions warrant such an action, e.g. national/international emergency, lack of interest in the organization, and/or unwillingness of parents or teachers to assume leadership responsibilities.
- B. If for reasons other than emergency, notification will be made two (2) weeks in advance of such a meeting in writing to all members.
- C. A two-thirds (2/3) vote in favor of dissolution by those members present will be necessary to dissolve the organization.

These Constitution and Bylaws were approved by  
the PTA Executive Board and the General Membership at the Annual  
General Meeting, May 2015

PTA Secretary

PTA President

Andrea Spira

Charlotte Hallengren