



PTA CONSTITUTION AND BYLAWS **INTERNATIONAL SCHOOL ASSOCIATION**

PARENT TEACHER AUXILIARY (ISB PTA)

Table of Contents

Article 1 NAME

Article 2 PURPOSE

Article 3 MEMBERSHIP

Article 4 GOVERNING BOARD

Article 5 EXECUTIVE BOARD

Article 6 NOMINATING COMMITTEE AND ELECTIONS

Article 7 EXECUTIVE BOARD VOTING

Article 8 DUTIES OF THE OFFICERS

Article 9 COMMUNITY REPRESENTATIVES

Article 10 FINANCES

Article 11 PTA GENERAL MEETINGS

Article 12 AMENDMENTS

Article 13 EMERGENCY POWERS OF THE EXECUTIVE BOARD

Article 14 DISSOLUTION OF THE ASSOCIATION

Article 15 CODE OF CONDUCT

Article 16 CONFLICT RESOLUTION

CONSTITUTION & BYLAWS

PARENT TEACHER AUXILIARY

INTERNATIONAL SCHOOL ASSOCIATION BANGKOK, THAILAND

Article 1

NAME

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

Note: No other ISB community organisation may use "PTA" in its title.

Article 2

PURPOSE

The purpose of the ISB PTA is to advance, through parent engagement, the Mission, Vision, Attributes, and Values of the school. The main objective is to encourage parental involvement and community building through events and activities that help bring the ISB community together.

The PTA shall be an auxiliary organization of ISB and shall be subject to the direction of the Head of School or his/her designee, and, as such, the PTA is subject to the policies of the school and supports the decisions of the ISB Board of Trustees and School Administration.

Article 3

MEMBERSHIP

All parents or guardians of students enrolled at ISB automatically become members of the PTA with no membership registration or fee required.

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.

Article 5
EXECUTIVE BOARD

- A. The Executive Board officers shall include: President, Vice - President, Secretary, Treasurer, IFF Coordinator, Adult Education Coordinator, High School Coordinator, Middle School Coordinator, Elementary School Coordinator, Touchstone Editor in Chief, Hospitality Coordinator, Welcome Wai Coordinator, Popcorn Coordinator, Lost and Found Coordinator and Host Country Representative. These are the voting members.
- B. The Director of Communications of ISB will be an ex-officio member of the PTA Executive without voting rights.
- C. The Executive Board 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. Members who are ISB administrators or ISB Board of Trustees Officers are ineligible to hold Executive Board Officer positions.
- D. The term of office shall be for one year to begin the first day of June and end on the 31st day of May the following school year.
- E. There shall be at least 8 meetings annually of the Executive Board. The meetings of the Governing Board, as long as there is a quorum of Executive Board members, will fulfill this requirement.
- F. 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.
- G. The Executive Board Officers will be guided by ISB's Vision, Mission, Attributes and Values and adhere to expectations outlined in Article 15, Code of Conduct.
- H. If during the term of office an Executive Board member resigns from office or is unable to perform their duties, the Executive Board will provide notification to the ISA community to request nominees to fill the vacant position. The replacement will fulfil the role until the end of the current school year.
- I. Event chairs may be added to the Executive Board, following the amendment of bylaws at a General meeting, if said event has recurred for at least two consecutive years, and is generally considered established in the ISB calendar.

Article 6
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 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 Vice-President, who must provide each candidate with a copy of the PTA Bylaws and determine each candidate's willingness to be nominated and serve the term if elected.
- C. The Nominating Committee will follow these guidelines:
 - a. All Executive Board members who wish to serve a second term can do so uncontested. Nominations will be accepted for vacant positions only.
 - b. ISB Administrators or ISB Board of Trustees members are ineligible to be elected or serve on the PTA Executive Board.
 - c. Appointed positions will not be advertised by the nomination committee and shall be determined by the incoming Board.
 - d. An announcement shall be published in March including the PTA Bylaws, inviting any member of the PTA interested in serving on the Executive Board to notify the Nominating Committee.
 - e. The Nominating Committee shall discuss at length with every nominee the expectations of the position, and review the bylaws with the nominee.
 - f. If there is more than one candidate for a position, suggest sharing the position or taking another position. Where the position cannot be shared and no one accepts to stand down, then it may be recommended that those two or more candidates are removed from the slate and voted on individually.
 - g. The list of candidates should be finalised before the April Board Meeting and the nominees encouraged to attend the April Board Meeting.
 - h. The Nominating Committee shall prepare a slate of candidates who have accepted their nominations and this slate shall be presented to the PTA Executive Board who will post and/or publish the list in school publications at least four (4) weeks before the May AGM. No changes can be made to the list once published.

- i. The Nominating Committee shall be dissolved one (1) week before the May AGM.
- D. At the May AGM, nominations will be accepted from the floor during the elections, but each nomination shall require the nominee's prior approval, and must be made prior to the presentation of the slate of candidates during the AGM. If two or more candidates are standing for the same position, a vote by secret ballot will be held for this position.
- E. The election of the officers shall be held at the PTA May 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, where the current person is willing to serve, the Incoming Executive Board may approve, by a simple majority, an additional one year term.

Article 7

EXECUTIVE BOARD VOTING

- A. Nine (9) members of the fifteen (15) 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 during executive board meetings will be based on the majority number of executive board members in attendance.
- C. Email and virtual voting shall be valid provided there is a majority vote of at least 9 out of the 15 Executive Board members.
- D. Special Executive Board Meetings may be called by the President or by the Vice-President or by written request of three (3) members of the Executive Board to fill a vacancy in the presidency.
- E. Only Executive Board Officers have voting rights.
- F. Where any Executive Board Officer position is occupied by more than one person, the position shall have one (1) vote.

Article 8
DUTIES OF THE OFFICERS

PRESIDENT

The President shall:

- A. Be the official representative of the PTA and will have responsibility for all matters pertaining to the PTA.
- B. Preside over all the PTA Governing Board, Executive Board, and General Meetings, following the ISB PTA Bylaws and Robert's Rules of Order.
- C. Appoint, as necessary, chairpersons of Standing Committees, who are members of the PTA Governing Board, 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 Vice President, to be members of the Nominating Committee.
- E. In the event of a vacancy on the PTA Executive Board, the President shall notify the Executive Board, advertise the position, 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. Perform monthly cash and bank reconciliations with the Treasurer.
- H. Be the countersignatory on all bank transactions and cheques, authorise the Vice President in writing, to sign on his/ her behalf should he/she be unable to do so.
- I. Keep organised emails, files and reports on the PTA Google Drive.
- J. Prepare an agenda with the Secretary for the PTA Executive Board and General Meetings.
- K. Prepare an annual budget, with the Treasurer, consult with all other Executive Board Members and present the proposed annual budget in September for approval by the Executive Board.
- L. Receive and review Grant requests with the appropriate PTA Executive Board member, ensure that the grant request complies with the PTA Grant guidelines and then present it to the Executive Board for voting.
- 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.
- P. Prepare an Annual Report to be handed over to the incoming board and school leadership team

- Q. Plan for and facilitate transition meetings following elections and placement of new Executive Board.

VICE-PRESIDENT

The Vice-President shall:

- A. Assume duties of the President during his/her absence.
- B. Be empowered to countersign bank transactions and cheques drawn against the PTA's bank account when the President is unavailable, provided he/she has written approval from the President.
- C. Assist the President as required and work with the President to stay current and active on school issues with which the President is concerned.
- D. Be the PTA representative on ISB committees as necessary, such as Food, Security, and Transportation.
- E. Represent the PTA to school leadership in matters involving Safety.
- F. Liaise and support the Community Representatives and report to the PTA Executive Board on their activities as appropriate.
- F. Be responsible for fundraising events and appoint chairs for Board approved events.
- G. Chair the PTA Nominating Committee following the PTA ByLaws.
- H. 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.
- I. Keep organised emails, files and reports on the PTA Google Drive.
- J. Present a monthly report at the PTA Board Meetings.
- K. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.

SECRETARY

The Secretary shall:

- A. Coordinate with the President to request for agenda items from all Executive Board and Community Reps and prepare the agenda for every meeting.
- B. Take minutes at meetings and distribute electronic draft copies to the PTA's Governing Board members no more than two (2) weeks following the PTA Executive Board meeting and present the draft minutes at the next Board meeting for approval.

- C. Secure rooms and refreshments for all PTA General and Executive Board Meetings.
- D. Represent the PTA at the Panther Den Day, along with the President and other Executive Board Members.
- E. Present a monthly report at PTA Board Meetings.
- F. Manage, maintain and update the PTA eNews with the President as needed.
- G. Manage, maintain and update the PTA Facebook Page with the President as needed.
- H. Maintain both paper and electronic files of all previous and current paperwork, including but not limited to minutes for General and Executive Board Meetings, PTA annual reports, and bylaws.
- I. Keep the PTA Office and equipment in working order, clean and orderly and replenish or provide office supplies and stationery when necessary.
- J. Keep the PTA materials stored in the PTA storage room in working order, clean and orderly.
- K. Keep organised emails, files and reports on the PTA Google Drive. L. Coordinate with the President the submission of the PTA calendar dates to the ISB administration.
- L. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.

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 in the Annual budget, issue receipts, and keep account of all the transactions of the PTA, following guidelines set out in Article 10.
- C. Be empowered to countersign online transactions and cheques drawn against the PTA's bank account.
- D. Have authority to pay expenses in the approved budget from the petty cash fund countersigned by the President and then record all such expenditures in the Treasurer's files and report them at the next Board meeting.
- E. Prepare the 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. Perform monthly cash and bank reconciliations with the President.
- G. Present cash flow statement of the financial standing of the PTA at each monthly meeting.
- H. Liaise with the Adult Education Coordinator and the IFF Treasurer appointed by the IFF coordinator.
- I. Keep organised emails, files and reports on the PTA Google Drive.
- J. Write a column providing the ISA community with updates on the PTA finances for the Touchstone when asked by the Touchstone Editor in Chief.
- K. Initiate and execute the Treasurer Handover Process with the incoming Treasurer.
- L. Ensure all financial records, reports and accruals statements are made available for overview by the ISB CFO or his/her official designee by the 31st of May.
- M. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.

INTERNATIONAL FAMILY FAIR (IFF) COORDINATOR

The IFF Coordinator shall:

- A. Oversee the scope of the International Family Fair.
- B. Set up a committee as deemed necessary to fulfill duties of the event. Each committee member will be expected to submit a report at the end of the event.
- C. IFF Coordinator will bring committee discussions to the Governing Board where appropriate.
- D. Work with ISB Building & Grounds and ISB administration to ensure IFF activities are aligned with current safety measures and standards.
- E. Work with the IFF Treasurer and PTA Treasurer following PTA Bylaws regarding financial matters.
- F. Keep organised emails, files and reports on the PTA Google Drive and require the same of all IFF Committee members.
- G. Present a monthly report at the PTA Board Meetings
- H. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.

ADULT EDUCATION COORDINATOR

The Adult Education Coordinator shall:

- A. Advertise for new instructors and confirm current instructors are willing to run a class.
- B. Organize a current catalogue of classes to be offered for the given semester. C. Advertise the class catalogue, coordinate the registration and payment process, and payments dates and times.
- C. Keep an accurate ledger of incoming payments and salary payouts to teachers, separate from PTA Treasurer's ledger.
- D. Liaise with the Treasurer when payments are made and when salaries are due to be paid.
- E. Liaise with the President and Secretary for dates added to the ISB calendar.
- F. Work with ISB Building & Grounds and ISB administration to ensure Adult Education activities are in line with current safety measures and standards.
- G. Present a monthly report at the PTA Board Meetings.
- H. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.
- I. Keep organised emails, files and reports on the PTA Google Drive.

ELEMENTARY, MIDDLE AND HIGH SCHOOL COORDINATORS

The ES, MS and HS School Coordinators shall facilitate ongoing communication between ISB parents and the appropriate administration.

Each Coordinator shall:

- A. Appoint Grade Coordinators and other Special Coordinators, as needed, and provide support and assistance to these persons in coordinating events and activities.
- B. Select chairpersons and serve as an ex-officio member for needed committees.
- C. Request parent members to assist with PTA activities when needed.
- D. Work with parent members and administration to coordinate and support student socials, student activities and/or PTA events.
- E. Work with the appropriate Principal(s) to prepare an agenda and to

- conduct each PTA School Meeting.
- F. Invite Principal(s) and ISB Administration, Grade and Special Coordinators, chairpersons, and parents/guardians to all regularly scheduled PTA School Meetings. Provide leadership and manage the conduct of these meetings.
 - G. Coordinate and distribute information between parents and the school, through appropriate channels.
 - H. Represent general parent interests, ideas and suggestions to ISB school administration.
 - I. Keep organised emails, files and reports on the PTA Google Drive.
 - J. Present a monthly report at the PTA Board Meetings.
 - K. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.
 - L. Provide articles concerning activities in their respective schools for inclusion in Touchstone.
 - M. Where appropriate, Elementary School Coordinators will work with room parents to coordinate PTA events and activities.

TOUCHSTONE EDITOR IN CHIEF

The Editor in Chief of Touchstone magazine shall:

- A. Oversee editing, layout, writing, proofreading, publishing, and distribution of Touchstone magazine.
- B. Establish a committee as needed for Touchstone.
- C. Set and publish deadline dates for submitted material.
- D. Maintain a file on the PTA Google Drive of past issues of Touchstone.
- E. Keep organised emails, files and reports on the PTA Google Drive.
- F. Present a monthly report at the PTA Board Meetings.
- G. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.

HOSPITALITY COORDINATOR

The Hospitality Coordinator shall:

- A. Extend the PTA's hospitality toward staff and parents at ISB.
- B. Distribute items such as cards or gifts/flowers for farewells, births, welcome

- of new staff etc
- C. Organize PTA activities for staff, such as Cookie Day, Staff Appreciation Luncheon.
 - D. Liaise with the Welcome Wai and provide support as required for Welcome Wai events.
 - E. Recognize important events in the lives of ISB staff and the membership at large.
 - F. Keep organised emails, files and reports on the PTA Google Drive.
 - G. Present a monthly report at the PTA Board Meetings.
 - H. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.
 - I. Work with ISB Building & Grounds and ISB administration to ensure Hospitality activities are aligned with current safety measures and standards.

WELCOME WAI COORDINATOR

The Welcome Wai Coordinator shall:

- A. Organize activities for parents, such as Welcome Coffees (New Parent Orientations,) other Welcome Wai events and support New parent Orientations
- B. Liaise with the ISB marketing team on PTA gifts for the welcome wai bags.
- C. Coordinate with the Vice President and Community Representatives for Welcome Wai events and activities.
- C. Keep organised emails, files and reports on the PTA Google Drive.
- D. Prepare a monthly report at the PTA Board meetings.
- E. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.
- F. Work with ISB Building & Grounds and ISB administration to ensure Welcome Wai activities are aligned with current safety measures and standards.

POPCORN COORDINATOR

The Popcorn Coordinator shall:

- A. Organise the sales of weekly popcorn with the intention that when possible, sales will be conducted each Friday.

- B. Organise volunteers for popcorn sales. i.e solicit for volunteers (publish sign up sheets on eNews and PTA Facebook Page), organise the list of volunteers, confirm and remind volunteers of the date and time commitments.
- C. Work with ISB Building & Grounds and ISB administration to ensure popcorn sales are in line with current safety measures and standards.
- D. Purchase all items required to produce popcorn. (Oil, Kernels, Salt, Flavours, Paper bags etc)
- E. Work with the Treasurer to ensure the popcorn attendants are paid and cash revenue is handed over appropriately.
- F. Arrange maintenance for all machinery and equipment.
- G. Keep organised emails, files and reports on the PTA Google Drive.
- H. Prepare a monthly report at the PTA Board Meetings.
- I. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.

LOST AND FOUND COORDINATOR

The Lost and Found Coordinator shall:

- A. Organise the monthly Lost and Found display and the end of semester sales.
- B. Maintain the PTA Lost and Found Facebook Page.
- C. Publish reminders with dates and times of displays and sales on the eNews and Facebook Page.
- D. Coordinate the Lost and Found database and sale of labels.
- E. Attend or arrange representation at all PTA events with Lost and Found leaflets.
- F. Maintain all Lost and Found equipment.
- G. Keep organised emails, files and reports on the PTA Google Drive.
- H. Prepare a monthly report at the PTA Governing Board Meetings.
- I. Prepare a budget in consultation with the Treasurer and/or President in support of finalizing the annual budget for Board approval at the September Board Meeting.
- J. Work with ISB Building & Grounds and ISB administration to ensure Lost and Found activities are aligned with current safety measures and standards.

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 organised emails, files and reports on the PTA Google Drive.
- G. Present a monthly report at the PTA board meetings.

Article 9

COMMUNITY REPRESENTATIVES

A representative from each country, geographic region, or language represented at ISB (if they wish to name a representative) is considered a member 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 Vice President in support of his/her duties as Executive Board PTA Liaison to Community Representatives.
- E. Advise the PTA Board on how the PTA can support community activities.

Article 10
FINANCES

- A. The annual budget, prepared by the President and Treasurer and presented to the Executive Board by the PTA Treasurer 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 made available to all PTA members in the minutes.
- 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 Treasurer's report.
- 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 via email or at an Extraordinary Executive Board meeting and recorded in the next Treasurer's report.
- E. All financial records and reports of the PTA Treasurer shall be made available to the ISB Chief Financial Officer or his/her designee for an annual overview.
- 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 11
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 12
AMENDMENTS

- A. Any amendments to the Constitution shall be proposed to the PTA Executive Board by any member of the PTA Executive Board.
- B. Ratification of an amendment to the Constitution shall require a two thirds (2/3) affirmative vote of the PTA Executive Board and shall be adopted by a $\frac{2}{3}$ majority vote of those present at a PTA General Meeting.
- C. A current copy of the Constitution and Bylaws shall be maintained on the school's website and in the records of the PTA Executive Board. Any amendment to the Constitution of the PTA and board resolution on the Bylaws shall include the date of amendment and board resolution. Previous versions of the Constitution and Bylaws shall remain in PTA Executive Board records.
- D. The general membership of the PTA shall be notified at least four weeks before the general meeting of any and all approved amendments to the Constitution through PTA eNews and the school's website.
- E. The PTA President shall notify the Head of School of any and all approved amendments to the Constitution in a timely manner and provide a copy of any and all amendments to the HOS office.

Article 13
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 14
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.
- D. Upon dissolution of the association, PTA funds and accounts will be handed over to the ISB Chief Financial Officer.

Article 15

CODE OF CONDUCT

All members of the PTA are expected to conduct themselves as role models within the community, adhering to the policies, procedures and values of ISB, as well as following the code of conduct.

Code of Conduct

- A. Model the ISB Values at all times (care, responsibility, commitment, gratitude, courage, balance, respect and integrity).
- B. Adhere to all school policies and procedures.
- C. Follow the PTA Constitution and By-Laws.
- D. Declare any conflicts of interest.
- E. Endeavour to work together with other board members in a spirit of respect, openness, courtesy and cooperation.
- F. Stay positive, assume others' good intentions.
- G. Make attending Board and Committee meetings a high priority. If two consecutive meetings or three meetings are missed within one year, a discussion is held between the President and the Board member.
- H. Speak and act respectfully, and encourage other members to feel comfortable sharing their opinions.
- I. Represent the School in a positive and supportive manner at all times and in all places.

If an elected officer has not carried out the duties of their elected office or followed the rules of the code of conduct, they may be removed from office by a majority vote of the Executive Board.

Article 16
CONFLICT RESOLUTION

In any organization there will be times when disagreements or conflict arise. Most disagreements can be resolved through clear communications in a problem solving process. We believe that concerns are best handled confidentially and at the level nearest the problem. To facilitate communication, informal and formal methods of conflict resolution are available.

Informal Conflict Resolution

The first step should be that the parties in conflict meet to try and reach a resolution. A third party from within the PTA Executive or one of ISB's trained mediators may mediate the discussions.

Formal Conflict Resolution

If the concern cannot be resolved through the informal conflict resolution process within a month, the concern must be stated in writing and submitted to the Head of School or Deputy Head of School.

Prior Amendments

October, 2020

May 2019

May 2017

May 2011

