

AMERICAN INTERNATIONAL SCHOOL OF ZAGREB
PARENT TEACHER ASSOCIATION
BYLAWS

(Approved 30th January 2007)

ARTICLE I - NAME

The name of this association is the American International School of Zagreb Parent Teacher Association, referred to in this document as AISZ PTA or PTA.

ARTICLE II - OBJECTIVES

The objectives of the AISZ PTA are:

1. To enrich the educational experience of children.
2. To build a lively and cohesive school community.
3. To facilitate and strengthen communication among all members of the school community.
4. To raise funds in support of student and school community activities or the educational program.
5. To seek to participate in the decision making process establishing school policy.
6. To work with the administration to ensure that new families are welcomed.

ARTICLE III - POLICY

The AISZ PTA shall be noncommercial, nonsectarian, and nonpartisan.

ARTICLE IV – MEMBERSHIP

1. Any parent/guardian of an enrolled student or any staff member is eligible for membership in the AISZ PTA.
2. The PTA may admit persons to membership at any time.
3. All members of the PTA pay an annual fee.
4. The PTA Executive Committee may make changes to the membership fees.
5. The membership year shall coincide with the academic school year.
6. Making motions, voting, holding office, or acting as coordinators of committees, shall be reserved for PTA members.

ARTICLE V – ELECTION OF PTA OFFICERS AND ELECTED SCHOOL BOARD MEMBERS

SECTION 1 - PTA Officers:

- a. The Officers of the PTA shall consist of a President, a Vice-President, a Treasurer, a Secretary, an Elementary School Representative and a Secondary School Representative.
- b. Nominees for office must be PTA members.
- c. Officers will be elected annually in spring.
- d. Officers will assume their duties at the end of the school year and shall serve for a term of one year.
- e. Newly elected Officers will work together with outgoing Officers to familiarize themselves with duties and current issues.
- f. Whenever a vacancy occurs of an Officer, a replacement will be appointed by the President.
- g. Only those who have agreed to serve shall be elected or appointed.
- h. Officers may serve for unlimited terms if re-elected.

SECTION 2 - Elected School Board Members:

- a. Nominees for the position of Elected School Board Member must be PTA Members.
- b. Elected School Board Members are nominated and elected by members of the PTA.
- c. Elected School Board Members will be elected annually in spring.
- d. Elected School Board Members will assume their official duties at the start of the academic year.
- e. Whenever a vacancy occurs of an Elected School Board Member, a replacement will be appointed by the Chair of the School Board.
- f. Only those who have agreed to serve shall be elected as Elected School Board Members.
- g. Elected School Board Members may serve for unlimited terms if re-elected.

SECTION 3 - Election Procedures

- a. All Members of the PTA may vote at the annual election.
- b. Procedures for nomination and election will be maintained by the PTA Secretary and reviewed or revised by the Executive Committee.
- c. Nominating procedures will be made available at least 4 weeks before the election.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1 -The President shall:

- a. Develop the agendas and arrange all meetings of the PTA and the Executive Committee.
- b. Preside at all meetings of the PTA and the Executive Committee.
- c. Be entitled to attend meetings of all PTA committees.
- d. Coordinate the work of the Officers, in order that PTA objectives are promoted.
- e. Inform the School Director and/or the School Board about matters of concern within the PTA.
- f. Appoint Officers in the case of vacancies due to resignations, conflicts of interest, or other unforeseen circumstances.
- g. Ensure that a written archive of PTA records is kept.
- h. In the event of a tied vote in the Executive Committee, cast an additional deciding vote.

SECTION 2- The Vice President shall:

- a. Assist the President as needed.
- b. Perform the duties of the President in their absence.
- c. Be entitled to attend meetings of all PTA committees.
- d. Oversee the work of the Committees in order that PTA objectives are promoted.

SECTION 3 - The Secretary shall:

- a. Produce minutes of all meetings of the PTA and of the Executive Committee.
- b. Keep a current membership list.
- c. Distribute announcements concerning the PTA's activities.
- d. Distribute agendas in advance of meetings.
- e. Serve as the Election Officer, if not a candidate.
- f. Maintain the nomination and election procedures.
- g. Maintain a written archive of PTA records.

SECTION 4 - The Treasurer shall:

- a. Have responsibility for all of the funds of the PTA.
- b. Keep a full and accurate written account of receipts and expenditures.
- c. Make disbursements in accordance with the approved budget, as authorized by the PTA.
- d. Present a financial statement at every PTA meeting and at other times as requested by the Executive Committee.
- e. Make a yearly report at the final General Meeting of the year.
- f. Prepare a budget proposal for the next year for approval at the last Executive Committee meeting of the year.

SECTION 5 - The Elementary School Representative shall:

- a. Oversee and coordinate Elementary Room Parent activities.
- b. Be a liaison between the PTA and Elementary student groups, teachers, parents and administration.

SECTION 6 - The Secondary School Representative shall:

- a. Be a liaison between the PTA and Secondary student groups, teachers, parents and administration.

ARTICLE VII - EXECUTIVE COMMITTEE

SECTION 1

- a. The Executive Committee is made up of the following members:
 - Officers of the PTA,
 - Ex-officio members – the Director (or their representative), Elementary School Teacher Representative and Secondary School Teacher Representative, who are non-voting.
- b. All members of the Executive Committee must be PTA Members.

SECTION 2

The Executive Committee works as a team to:

- a. Plan, coordinate and review PTA events and activities
- b. Establish PTA Committees and approve their plans.
- c. Review requests for funding.
- d. Work within the approved budget guidelines.
- e. Discuss any other business of community interest.

SECTION 3

- a. The Executive Committee may authorize expenditures up to, but not more than 20% of the current available funds.
- b. Individual expenditures exceeding 20% of the current available funds must be brought to the PTA membership for approval.
- c. Revisions to the budget may be approved at any time by a majority of the Executive Committee.

SECTION 4

- a. Meetings of the Executive Committee will be held monthly during the school year, the dates and time to be confirmed by the Executive Committee at its first meeting of the year.
- b. Members will be notified of Executive Committee meetings and the agenda published in the school newsletter prior to the meeting.
- c. A majority of Executive Committee Officers shall constitute a quorum (half plus one).
- d. Special meetings of the Executive Committee may be called by the President or by a majority of members of the Executive Committee.

ARTICLE VIII – GENERAL AND SPECIAL MEETINGS

1. General Meetings of the PTA will be held four times per school year.
2. The Executive Committee may call special PTA meetings.
3. Elections will take place at the PTA General Meeting in spring.
4. Ten voting members will constitute a quorum for the transaction of business in any General or Special Meeting of the PTA. Proposals must be approved by a majority of members present.
5. Members will be notified of General or Special Meetings and the agenda published in the school newsletter prior to the meeting.
6. Members may suggest agenda items for a General/Special Meeting to any member of the Executive Committee. A draft agenda will be reviewed by the Executive Committee. The President will set the agenda.

ARTICLE IX. – AMENDMENTS

SECTION 1. The PTA Bylaws may be amended in one of the following ways :

- a. Formation of a Bylaws Committee;
- b. Proposals from the Executive Committee.

SECTION 2. The procedure for amending the PTA Bylaws shall include :

- a. An announcement made to PTA members a minimum of one month before the General Meeting at which the amendments are being presented.
- b. The distribution of the proposed amendments to PTA members at least two weeks before the General Meeting.
- c. Approval of the amendments at a General/Special Meeting by vote.
- d. Changes to the proposals may be made, discussed and approved at the General/Special meeting.

SECTION 3. All adopted bylaws must be dated. Copies of all obsolete adopted bylaws will be archived.