

# THE INTERNATIONAL SCHOOL OF PANAMA

## PTA Bylaws 2008-2009

### **Article I—Name**

The name of this organization is The International School of Panama Parents and Teachers Association. It is also commonly known, and will be referred to in these bylaws, as “ISP PTA.”

### **Article II—Purposes**

**Section 1.** The purposes of the PTA are

- a. To promote the welfare of children and youth in home, school and community,
- b. To secure adequate school rules for the care and protection of children and youth,
- c. To bring into closer relation the home and the school, so that parents and teachers may cooperate intelligently in the education of children and youth, and
- d. To develop between educators and the parents such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

**Section 2.** The purposes of the PTA are promoted through an advocacy and educational program directed toward parents, teachers, and the students; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth in Article III.

**Section 3.** The organization is organized exclusively for the charitable, scientific, literary, or educational purposes.

### **Article III—Basic Policies**

The following are basic policies of the ISP PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the school and community to provide quality education for all children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Directors of ISP.

- c. The organization shall work to promote the health and welfare of children and youth, and shall seek to promote collaboration among parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

#### **Article IV—Members and Dues**

**Section 1.** Membership in PTA shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of the ISP PTA.

**Section 2.** Each and every child and youth attending ISP shall pay annual dues as may be determined by the ISP PTA and/or the ISP BOD.

#### **Article V—Officers**

**Section 1.** The officers of the ISP PTA shall be a president, a vice-president, One (1) secretary, One (1) treasurer, One Deputy Treasurer and two (2) alternating officers.

**Section 2.** The board will also appoint one or more Elementary, Middle and High School coordinators designated as the board sees fit to do so and shall therein be considered officers of the ISP PTA.

**Section 3.** The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

**Section 4.** Elected officers shall take office at the close of the school year at which they are elected and shall serve a term of one (1) year, or until their successors take office.

**Section 5.** Elected officers of the PTA Board shall –by majority of vote, decide on pertaining issues after the PTA budget has been approved at a previous general PTA assembly.

**Section 6.** Vacancies shall be filled as follows:

In case of a vacancy in the office of president, the vice-president shall become president and shall hold office for the balance of the term. In filling the vacancy, the vice-president shall be entitled to continue in the presidency for the following term providing not more than one-half (1/2) of a full term as president has been served.

The vacancy in the office of vice-president shall be filled at the next election by the voting body. In the interim, duties of the vice-president shall be delegated by the president.

A vacancy in the office of secretary and/or treasurer shall be filled by the board of directors. The vote shall be by ballot. When there is only one (1) candidate for the vacancy, the election may be by voice vote. A majority vote shall be required for election if at least ten (10) days' notice of the election to fill the vacancy has been given. If notice is not given, the election to fill the vacancy shall require a majority vote.

## **Article VI—Duties of Officers**

### **Section 1.** The president shall

- a. Serve as chair of the board of directors,
- b. Serve as an *ex officio* member of all committees,
- c. Appoint chairs and members of committees not otherwise specified,
- d. Have previously served as an officer of the ISP PTA for at least one consecutive calendar school year.
- e. Perform other duties as assigned by the board of directors or as applicable to presidents of non-profit corporations.

### **Section 2.** The vice-president shall

- a. Serve as a member of the board of directors,
- b. Perform the duties of the office of president in the president's absence or when the president is unable to perform these duties, and
- c. Perform other duties as assigned by the president or the board of directors.

### **Section 3.** The secretary shall

- a. Serve as a member of the board of directors,
- b. Report and keep written record of the ISP PTA to the board of directors and annual election body,
- c. Perform other duties as assigned by the president or the board of directors.

### **Section 3.** The treasurer shall

- a. Serve as a member of the board of directors,
- b. Report the financial status of the ISP PTA to the board of directors and annual election body,
- c. Perform other duties as assigned by the PTA president or the vice-president when they consider necessary.

### **Section 4.** The Elementary, Middle and High School Coordinator shall

- a. Serve as a member of the board of directors,

- b. Coordinate and Liaison effective communication between the Teachers and Homeroom Parents,
- c. Perform other duties as assigned by the president or the board of directors.

### **Article VI—Committees**

**Section 1.** The following shall be the standing committees of the ISP PTA:

- a. Fundraising,
- b. School Community,
- c. Communications, and
- d. Volunteer Parents,

**Section 2.** The board of directors may establish, amend or eliminate special committees as needed. The members of the special committees shall be appointed by the president.

**Section 3.** Committee appointments shall be approved by the board of directors.

**Section 4.** Once confirmed, Committee Chairs shall therein be considered officers of the ISP PTA.

### **Article VII—Fundraising Committee**

**Section 1.** The Fundraising Committee shall be responsible for coordinating all fundraising activities, develop a budget and present the ISP PTA with the final “Wish List Form” itemizing desired contribution to academics and school infrastructure.

**Section 2.** The ISP PTA fundraising activities shall include but not limited to the School Fair, Holiday Shop, Dinners and/or Gatherings, Scholastic Book Sale, Brick Sale and BBQs.

### **Article VIII—School Committee**

**Section 1.** The School Committee shall be responsible for coordinating all school community activities, develop a budget and liaison between academic and parents.

**Section 2.** The ISP PTA School Committee activities shall include but not limited to the School Health Month, PANAMUN, UN Day, Appreciation Day, Honor Roll Lunches, AASCA Tournament, Mes de la Patria, and special workshops geared to students, parents and or teachers.

### **Article IX—Communications Committee**

**Section1.** The Communications Committee shall be responsible for coordinating all school communications for the Fundraising and School Community activities, support the PTA Web Master and the PTA Newcomer Coordinator.

**Section 2.** The ISP PTA Communications Committee activities scope shall include but not limited to the PTA Website and newcomers get-togethers as the “Get together BBQ”.

### **Article X—Volunteer Parents Committee**

**Section1.** The Volunteer Parents Committee shall be responsible for coordinating support for the various activities of the Fundraising and School Community committees.

**Section 2.** The ISP PTA Communications Committee activities scope shall include but not limited to the activities described in Articles VII and VIII.

### **Article XI—Amendments**

These bylaws may be amended at the annual election by a majority vote provided that the following requirements shall first have been complied with in the following order:

- a. The amendments shall have been approved by the board of directors; and
- b. Amendments shall have been published at least thirty (30) days prior to the annual election.

Amended: May 2008