

## PTA Constitution – Amended 10 September 2010

### PURPOSE

1. The name of the Association shall be changed from the **Beijing City International School (BCIS) Parent Teacher Community Association (PTCA)**, to the Beijing City International School Parent Teacher Association (PTA).
2. The object of the Association shall be to promote and enhance the international character and values of the education offered by the School in the pursuit of its Mission and Vision by:
  - a. Maintaining, developing and extending relationships between parents, staff, Board of Directors, and others associated with the School;
  - b. Organising activities which support and advance the education of the students attending the School;
  - c. Supporting activities that foster a sense of community linking the School, home, and the wider community;
  - d. Raising and dispensing funds and/or providing resources to assist projects, not normally provided for by the School, in order to enhance the well being of and provide benefit to its students and support charity.
3. The PTA is a non-profit organization. No part of earnings or surplus should be for the private benefit of any individual.

### MEMBERSHIP

4. Membership shall consist of all parents and/or guardians of students at the School. In addition, Teachers and Board members of the School shall be considered honorary Members. Each family or honorary member shall be entitled to one vote at all General Meetings. Board members who are not teachers or parents are non-voting members.
5. Membership shall cease when a student leaves the School or Teacher/Board member is no longer attached to the School.
6. The administration of the PTA shall be vested in an Executive Committee (EC) which shall consist of a President, Vice-President, Secretary, and Treasurer (Officers of the PTA), and up to seven (7) additional parent committee Members, and maximum three (3) teachers; one from the Elementary School (ES), one from the Middle School (MS), and one from the Upper School (US) sections. The Head of School is an ex-officio member of the committee. This makes the maximum size of the EC 14 persons.

### BCIS PTA EXECUTIVE COMMITTEE

6. All Executive Committee positions, except the teacher representatives, shall be elected at the Annual General Meeting (AGM) and shall serve until the commencement of the next AGM. The Head of School shall supervise the nomination of the teacher representatives.
7. Members may nominate themselves or other Members using an official Nomination Form, provided always that when nominating other members they have obtained the agreement of the proposed nominee who shall sign the Nomination form. Nominations for more than one position may be held at one time.
8. Nominations for PTA Officers and membership of the Executive Committee shall be received and acknowledged electronically by the PTA Secretary, with a hard copy submitted at a drop off point to be published, marked 'For the Attention of the President of the BCIS PTA' or from the floor at the AGM.

9. All members of the committee including specifically the positions of the **President, Vice President, Secretary and Treasurer** shall be elected directly at the AGM. Other positions within the Executive Committee will be elected by the membership as required.
10. If the nominations for Officers are un-contested then the nominees shall be declared unanimously elected. If nominations for the Executive Committee do not exceed seven (7) then the nominees shall be declared unanimously elected. In the event that more than one nomination is received for any one officer position or exceeds seven (7) for the Executive Committee an election shall be held by ballot at the same AGM.
11. The Executive Committee shall have the power at any point to appoint a member of the Association to the Executive Committee in order to fill a casual vacancy. Any member so appointed shall hold office only until next AGM.
12. The Executive Committee shall meet as necessary. Three (3) Executive Committee members, one being an officer of the committee, who shall chair the meeting, shall constitute a quorum. Majority vote shall decide all actions and in the event of a split vote the President or chair of the meeting shall have the casting vote.
13. The Executive Committee may appoint sub-committees, as required, which shall report back to the Executive Committee all acts and proceedings on a regular basis. No such sub- committee shall expend or commit funds of the PTA not already budgeted for and agreed by the Executive Committee.
14. A member of the Executive Committee may resign from the Executive Committee by giving Notice in writing. The Committee will then seek to appoint another member under the provisions of section 11 above.
15. Members of the Executive Committee are expected to attend meetings regularly and give notice to the Secretary if they are unable to attend. Absence from three consecutive meetings may at Executive Committee's discretion lead to the position being declared vacant.

#### DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE

16. The President shall, among other things, preside over all the meetings of the PTA and its Executive Committee, and shall act as the principal representative of the PTA. The President or elected chair shall declare the opening and closing of all meetings, direct any discussions and accord the right to speak, put questions to a vote, and announce decisions. The President shall conduct the meetings of the Executive Committee in accordance with this Constitution and any guidelines of the Executive Committee. The interpretation of Constitutional issues, if these cannot be agreed upon after appropriate discussion, shall be ruled by simple majority vote.
17. **The Vice- President** shall assist the President in carrying out the functions of that office and shall perform the duties and exercise the powers of the President during absences of the President.
18. **The Secretary** shall assist the President in carrying out the functions of that office and shall keep Minutes and records of all meetings of the PTA and the Executive Committee and handle correspondence addressed to the PTA. The Secretary shall be responsible for giving appropriate notice of all meetings and the distribution of nomination forms as required. Draft Minutes will be circulated to PTA members by

email with a hard copy available at cost from the Secretary. Members should make any suggested amendments to the Secretary and final draft Minutes will be approved by simple majority before agenda items are considered at the next meeting. Copies of the approved minutes of all meetings shall be held by the Secretary and be available for reference upon request. Should the Secretary be absent from a meeting, the President (or in his/her absence the Vice-President) may request another member to take Minutes.

19. **The Treasurer** shall be custodian of the PTA funds and shall be responsible for keeping accurate financial records, presenting a monthly financial report at Executive Committee meetings, recommending management of the PTA funds and submitting audited financial reports at the AGM.

## FINANCING OF THE ASSOCIATION

20. The financial year of the Association shall be from 1st September to 31st August of the following year.
21. **The Treasurer** shall deposit all monies of the PTA in the PTA Fund account at the earliest opportunity, except for a reasonable working balance (as defined by the Executive Committee from time to time), that may be retained as a petty cash float. Unallocated funds should be invested following approval of the Executive Committee.
22. Any withdrawals from the account shall require the signature of two out of four authorized signatories, one of whom shall be the Treasurer. All authorized signatories shall be members of the Executive Committee.
23. Any expenditures over RMB1,000 shall be approved by a majority of the Executive Committee, and shall require the signatures of the Treasurer and the President.
24. The PTA may raise funds by legitimate means consistent with the objectives 2 d and 3 above, and approved by the Executive Committee.
25. The PTA may form a Fundraising subcommittee drawn from the membership. The PTA may also form a Grant Committee, drawn from the membership, the School, and the Student Body.
26. The PTA may donate funds to charities nominated by the membership, with the final decision taken by the Fundraising subcommittee. The President can exercise a casting vote, if necessary. The PTA will also undertake to give mini-grants to selected applicants, which will be chosen by the Grant Committee after review of submissions.

## GENERAL MEETINGS OF THE ASSOCIATION

27. The attendance of at least ten (10) voting members shall constitute a quorum for a General Meeting.
28. If a quorum is not present at the published start time of a General Meeting the President shall adjourn the meeting and reconvene it when a quorum comprising five (5) voting Members are in attendance.
29. The Annual General Meeting (AGM) of the PTA shall be convened in May for the purpose of considering the previous AGM's Minutes; The President's Report; the

Treasurer's Report; Election of the new Executive Committee and other such matters as may be decided by outgoing Executive Committee.

30. A written notice of the AGM, together with the nomination forms for election to the Executive Committee, shall be sent to each Member at least fourteen (14) calendar days prior to the date of the meeting.
31. Members present at the AGM may propose resolutions to be voted on. Provided such resolutions are seconded a vote will be taken at the meeting.
32. Special General Meetings (SGM) of the PTA with a specific agenda may be convened by the Executive Committee whenever it deems it necessary, or upon the written request of at least ten (10%) of voting Members.
33. The SGM must be convened within thirty (30) calendar days from receipt of the request. A written notice of a SGM shall be sent to each Member at least fourteen (14) calendar days prior to the date of the Meeting.

## AMENDMENTS TO THE CONSTITUTION

34. The Constitution of the Association may be amended at a General Meeting of the PTA provided previous notice of the intention to amend has been given in writing to the Members at least thirty (30) calendar days prior to the date of a General Meeting. The **Secretary** of the Association shall be supplied with a written text of the proposed amendment(s), will ensure that the amended Constitution is posted on the PTA page of the BCIS website for public review, and will send message to all parents through the school, advising of the amendments when available on the site. Before a vote on the amendments is allowed, the Constitution must be available on the website for review by all Members, at least fourteen (14) calendar days prior to the date of the General Meeting.
35. The Committee of the PTA may provide the voting Members its recommendation as to such amendment(s) at the time that the written text of the proposed amendment(s) is/are distributed.
36. A quorum for amendment of the Constitution (including any proposed change(s) to the text of a proposed amendment) will be achieved by the attendance of at least a quarter of voting Members.
37. A vote in favour of two thirds of the voting Members present at the General Meeting shall be required for adoption of any amendment(s).
38. The text of the proposed amendment(s) may itself be amended at the General Meeting provided a simple majority of voting Members is physically present at the General Meeting and two thirds of the Voting Members vote in favour.
39. The text of any approved amendment(s) shall be circulated to all Members as soon as possible after approval and the amendment(s) shall take effect immediately following approval at the General Meeting. No amendment may be applied retrospectively.

## DISSOLUTION OF THE ASSOCIATION

40. The PTA may be dissolved by the decision of the voting Members at either an AGM or SGM provided the decision is approved under the same terms that are required for proposed amendments to the Constitution.
41. In the event the school is dissolved, then the BCIS PTA shall automatically be dissolved.
42. In the event of a decision to dissolve the PTA the assets of the PTA shall be determined by the Executive Committee in consultation with the membership and the school and consistent with objectives 2 d and 3 above.

*Current Amendment done 11<sup>th</sup> September 2010*

*Previous Versions: Draft Constitution 1<sup>st</sup> October 2006 – amended 2<sup>h</sup>, 14<sup>th</sup>, 16<sup>th</sup> April, 16<sup>th</sup> May 2007.*