

## PTA Constitution – Amended 10 September 2010

### PTA 章程 – 2010 年 9 月 10 日修订版

#### 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.

#### 目标

1. 组织名称由“北京乐成国际学校(BCIS)家长教师社区委员会(PTCA)”变更为“北京乐成国际学校家长教师委员会(PTA)”。
2. 家委会的目标是促进和提高学校的国际教育特质和价值观, 以实现学校的使命和愿景, 具体为:
  - a. 维系、发展和拓宽家长、教职员工、董事会和其他利益相关方之间的关系;
  - b. 组织各项活动, 支持和促进学生学习;

- c. 支持各项活动, 促进学校、家庭、社区的联结和社区意识的培养;
  - d. 筹集和分配资金和/或提供资源来协助学校通常不提供资源的项目, 促进学生的身心健康, 并支持慈善事业。
3. PTA 是一个非营利组织。收入或盈余的任何部分均不得用于任何个人的私人利益。

## 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.

## 成员

4. PTA 成员应由学校学生的所有家长和/或监护人组成。此外, 学校的教师和董事会成员为荣誉成员。在 PTA 会议上, 每个家庭或荣誉成员均有权投一票。非教师或家长的董事会成员没有投票权。
5. 当学生离开学校或教师/董事会成员不再隶属于学校时, 成员资格即告终止。
6. PTA 的管理工作由执行委员会 (EC) 负责, 该委员会由主席、副主席、秘书和财务主管 (PTA 主席团) 以及最多七 (7) 名其他 PTA 成员和最多三 (3) 名教师组成; 一名来自小学 (ES), 一名来自初中 (MS), 一名来自高中 (US)。校长是执行委员会的当然成员。由此, 执行委员会最多由 14 名成员组成。

## BCIS PTA EXECUTIVE COMMITTEE

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7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.

16. 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.

### BCIS PTA 执行委员会

7. 除教师代表外，所有执行委员会职位均应在年度大会 (AGM) 上选举产生，并应任职至下届年度大会开始为止。校长对教师代表的提名进行监督。
8. PTA 成员可以使用正式提名表提名自己或其他成员。在提名其他成员时，必须获得被提名人的同意，并由被提名人签署提名表。可以同时提名多个职位。
9. PTA 主席团和执行委员会成员的提名将以电子方式由 PTA 秘书接收和确认，并在投递点提交纸质副本，标明“请 BCIS PTA 主席收悉”，供年度大会使用。
10. 委员会所有成员，尤其**主席、副主席、秘书和财务主管**职位，均应在年度大会上直接选举产生。执行委员会内的其他职位将根据需要由成员选举产生。
11. 如果主席团成员的提名没有争议，则应宣布被提名者一致当选。如果执行委员会的提名人数不超过七 (7) 人，则这些被提名人也将被宣布为一致当选。如果任何一主席团职位收到超过一位提名，或执行委员会的提名人数超过七 (7) 人，则应在当年度大会上以投票方式进行选举。
12. 执行委员会有权随时任命成员加入以填补临时空缺。任何被任命的成员只能任职到下届年度大会。
13. 执行委员会应根据需要召开会议。三 (3) 名执行委员会成员 (其中一名为委员会主席团成员，并主持会议) 构成会议合规人数。所有行动应以多数票决定，在出现平票的情况下，主席或会议主持人应拥有决定票。
14. 执行委员会可根据需要任命小组委员会，这些小组委员会应定期向执行委员会报告所有行动和程序。任何小组委员会不得支出或承诺使用 PTA 资金，除非执行委员会已编制预算并同意。
15. 执行委员会成员可通过书面通知辞去执行委员职务。然后，委员会将根据上述第 12 条的规定任命另一名成员。
16. 执行委员会成员应定期出席会议，如无法出席，应通知秘书。如连续缺席三次会议，执行委员会可酌情决定该职位空缺。

### DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE



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17. 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.
18. **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.
19. **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.
20. **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.

### 执行委员主席团的职责

17. 除其他职责外, PTA **主席**应主持 PTA 及其执行委员会的所有会议, 并担任 PTA 的首席代表。主席或主持人应宣布所有会议的开始和结束、指导所有讨论并赋予成员发言权、对问题进行表决并宣布决定。主席应根据本章程和执行委员会的指导方针主持执行委员会会议。对章程问题, 如经适当讨论仍不能达成一致, 则应以简单多数票表决。

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18. **副主席**协助主席履行职责, 并在主席缺席期间履行主席的职责并行使主席的权力。
19. **秘书**应协助主席履行职责, 保存 PTA 和执行委员会所有会议的会议纪要和档案, 并处理发给 PTA 的信件。秘书负责发送会议通知, 并按要求分发提名表格。会议纪要草案将通过邮件方式分发给 PTA 成员, 并提供纸质副本, 打印费用另计。成员应向秘书提出纪要的修改意见, 最终的会议纪要草案将在下次会议审议议程之前以简单多数票通过。所有批准的会议纪要副本应由秘书保管, 并应要求提供参阅。如果秘书缺席会议, 主席(或在其缺席的情况下为副主席)可要求另一名成员负责会议纪要。
20. **财务主管**应保管 PTA 资金, 并负责保存准确的财务记录, 在执行委员会会议上提交每月财务报告, 对 PTA 资金的管理提出建议, 并在年度大会上提交经审计的财务报告。

## FINANCING OF THE ASSOCIATION

21. The financial year of the Association shall be from 1st September to 31st August of the following year.
22. **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.
23. 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.
24. 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.
25. The PTA may raise funds by legitimate means consistent with the objectives 2 d and 3 above, and approved by the Executive Committee.
26. 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.
27. 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.

## PTA 财务管理

21. PTA 的财年为 9 月 1 日至次年 8 月 31 日。
22. **财务主管**应尽早将 PTA 的所有资金存入 PTA 基金账户，但可保留合理的余额（具体金额由执行委员会实时决定）作为现金备用金。未分配资金应经执行委员会批准后进行投资。
23. 从账户中提取任何款项均需四名授权签字人中的两名签字，其中一名为财务主管。所有授权签字人均应为执行委员会成员。
24. 人民币 1000 元以上的支出，须经执委会过半数批准，并须财务主管和主席签字。
25. PTA 可通过符合上述条款第 2(d) 和第 3 条、且经执行委员会批准的合法方式筹集资金。
26. PTA 可成立一个筹款小组委员会，由成员组成。PTA 还可成立一个拨款委员会，由成员、学校和学生组成。
27. PTA 可向成员提名的慈善机构捐款，最终由筹款小组委员会决策。如有必要，主席可投决定票。PTA 还可承诺向选定的申请人提供小额资助，拨款委员会将在审查申请后选出这些被资助人。

## GENERAL MEETINGS OF THE ASSOCIATION

28. The attendance of at least ten (10) voting members shall constitute a quorum for a General Meeting.
29. 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.
30. 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.
31. 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.
32. 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.
33. 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.

34. 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.

### PTA 一般、年度、特殊会议

28. PTA 一般会议需至少十（10）名有投票权的成员出席。
29. 一般会议开始时，如没有达到规定人数，主席应休会，并在有五（5）名具有投票权的会员出席时重新召开会议。
30. PTA 年度大会（AGM）应于 5 月召开，审议上届年度大会的会议记录；主席报告；财务主管报告；选举新一届执行委员会以及即将离任的执行委员会决定的其他事项。
31. 年度大会的书面通知，连同执行委员会选举的提名表格，应在会议召开前至少十四（14）个日历日发送给每个成员。
32. 出席年度大会的成员可提出决议以供投票。如果该决议得到附议，将在会议上进行投票表决。
33. 当执行委员会认为必要时，或根据至少十名（10%）有投票权成员的书面请求，可以召开有具体议程的 PTA 特殊会议（SGM）。
34. 特殊会议必须在收到请求后三十（30）个日历日内召开。特殊会议的书面通知应在会议召开日期前至少十四（14）个日历日发送给每位成员。

### AMENDMENTS TO THE CONSTITUTION

35. 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.



36. 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.
37. 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.
38. 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).
39. 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.
40. 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.

## 章程的修订

35. PTA 章程可在 PTA 一般会议上进行修改,但必须在会议召开日前至少三十(30)个日历日以书面形式向成员发出修改意向的通知。PTA 秘书将收到拟议修订的书面文本,确保将修订后的章程发布在 BCIS 网站的 PTA 页面上,供公众查阅,并通过学校向所有家长发送消息,告知修订的章程已在网站上发布。在对修订章程进行表决之前,章程必须在一般会议日期前至少十四(14)个日历日在网站上发布,供所有成员查阅。
36. PTA 执行委员会可在分发拟议修订章程的书面文本时,向投票成员提供对此修订的建议。
37. 至少有四分之一的投票成员出席,即可达到修改章程(包括对拟议修订文本的任何拟议修改)的规定人数。
38. 章程修订的通过需出席一般会议的三分之二成员投票同意。
39. 拟议修订的章程条款可以在一般大会上进行修改,前提是实际出席会议的投票成员以简单多数投票,并且三分之二的投票成员投赞成票。
40. 任何批准的修订章程应尽快分发给所有成员,修订的章程应在一般会议批准后立即生效。任何修改不得追溯适用。

## DISSOLUTION OF THE ASSOCIATION

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41. 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.
42. In the event the school is dissolved, then the BCIS PTA shall automatically be dissolved.
43. 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.

### PTA 的解散

41. PTA 可以在年度大会 (AGM) 或特殊会议 (SGM) 上由投票成员决定解散, 前提是该决定符合上述对章程修订所要求的相同条件。
42. 如果学校解散, BCIS PTA 将自动解散。
43. 如果决定解散 PTA, PTA 资产应由执行委员会与成员和学校协商后确定, 并符合上述条款第 2(d) 和第 3 条。

*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.*

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