

ARTICLE 8.40

PARENT TEACHER ASSOCIATION

The Parent Teacher Association is governed by Article 13 of the Articles of Incorporation of the International School of Curaçao (28.06.1971), and by the By-Laws of the International School of Curaçao P.T.A.

The By-Laws of the Parent Teacher Association follow as Regulations to this Article (9.601).

The Parent Teacher Association shall be considered an auxiliary to the school, and not as an “outside” group. The Parent Teacher Association shall not be involved in the running of the internal affairs of the school but will seek to guide the parents through the established appropriate channels of communication.

The Parent Teacher Association shall hold its regular meetings in the school building, and it shall be the duty of the Administrator and the teachers of the school to further the work of parents in every way possible.

The Parent Teacher Association will liaise closely with the Administrator when fixing dates for Parent Teacher Association meetings, and all other Parent Teacher Association activities.

Adopted: 13.06.1990

Cross Ref: 1.001 Articles of Incorporation of the ISC (Dutch)

1.002 Articles of Incorporation of the ISC (English)

1.30 School Organization

2.003 Board Members Conflicts of Interest

8.401 By-Laws of the Parent Teacher Association

ARTICLE 8.401

BY-LAWS OF THE INTERNATIONAL SCHOOL OF CURAÇAO

P.T.A.

ARTICLE I

Name

The name of this organization shall be the Parent Teacher Association of the International School of Curaçao.

ARTICLE II

Purpose

To provide closer affiliation between parents, students and teachers in the educational development of the students.

ARTICLE III

Principles

Section 1: The program of this Association shall be educational and social and shall be developed through committees.

Section 2: The Association shall seek to guide the parents through the established appropriate channels of communication and will not seek to direct the administrative activities of the school or to control its policies.

Section 3: The Association may cooperate with organizations or agencies in educational programs, provided no commitments which bind the member groups are made without the approval of the Director.

Section 4: The Association will bring into closer relation, the home and school, so that parents and teachers may cooperate intelligently in the education of children and youth.

ARTICLE IV

Membership and Dues

Section 1: Any parent or guardian having a child at the International School of Curaçao who is interested in the objectives of the Association and willing to abide by its By-Laws and policy may become a member upon payment of dues as provided in the By-Laws of the Association. Representatives of the School Administration and Faculty shall be considered full voting members of the Association.

Section 2: The annual dues shall be paid per family membership per year. Families joining the International School of Curaçao during the school year shall pay reduced fees. The amount of the dues shall be determined at the Annual Meeting on the recommendation of the Executive Committee.

ARTICLE V

Election of Officers

Section 1: The officers, as provided in Policy, of the Association shall be elected by ballot, annually. When two or more persons are nominated for one office, the person receiving the highest number of votes will be elected for that office. However, if there is but one candidate for any office, by motion from the floor, the election may be by voice vote.

Section 2: Term of office of each elected officer shall be for one year. Election for office shall be held annually at the Annual Meeting. Incumbents may run for re-election annually.

Section 3: Nomination of Members of the Executive Committee: Members may submit their nominations to the P.T.A. Executive Committee in writing one month prior to the Annual Meeting which shall be held in May. Nominations shall also be called for from the floor. Nominees shall give their consent prior to the ballot being cast.

Section 4: Vacancies occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of those Members present at the next Regular Meeting. A majority shall constitute two thirds of those present. In case a vacancy occurs in the office of President, the Secretary shall serve notice of the election.

ARTICLE VI

Meetings

Section 1: Regular Meetings shall be held on a quarterly basis at a minimum. The date and time will be announced by the P.T.A. Executive Committee. The May meeting will be the Annual Meeting of the Association. The President shall prepare an Agenda, in consultation with the Secretary, for each Regular Meeting. The Agenda will be posted on the P.T.A. Bulletin Board five days prior to the meeting. Agenda items proposed by the Members should be submitted in writing to the President with appropriate documentation, at least seven days prior to the meeting at which the item is to be discussed. Business presented at the meeting will be discussed but not voted upon.

Section 2: At the Annual Meeting an Activities Report and Treasurer's Report shall be received and officers elected and installed.

Section 3: Executive Meetings may be called by the Executive Committee, three days notice having been given. A majority of the Executive Committee members shall constitute a quorum. Meetings of the Executive Committee may be called by the President or by a majority of the Members of the Executive Committee. An Agenda shall be prepared by the President, in consultation with the Secretary and distributed to the Executive Committee three days prior to the Meeting. Business presented at the Meeting will be discussed but not voted upon. A report of decisions made shall be given at the next Regular Meeting.

Section 4: The previous year's audited annual financial report will be presented at the Meeting by the new Treasurer.

Section 5: The privilege of holding office, making motions, debating and voting shall be limited to Members of the Association whose dues have been paid 24 hours prior to the meeting. Each parent and guardian joining the P.T.A. is entitled to cast one vote. Faculty members are eligible to cast one vote each.

Section 6: Except as otherwise provided in these By-Laws, all resolutions of the Members may only be adopted at Annual or at Regular Meetings of Members at which at least one third of the Members are represented. All resolutions of Members shall be adopted by an absolute majority of votes cast.

Section 7: If the required number of Members is not represented at any Annual or Regular Meeting, a second Meeting shall be convoked in thirty minutes after the first Meeting at which valid resolutions may then be adopted by absolute majority of Members in attendance.

Section 8: Financial goals and commitments must be established within the first three months of the school year. Financial goals must be for the enrichment of the students. Donations must be approved by a quorum as outlined in Article VI, Sections 6 and 7.

ARTICLE VII

Executive Committee

Section 1: There shall be seven voting members of the Executive Committee. They shall be the President, Vice-President, Secretary, Treasurer, two Members and a Representative from the Faculty. The Faculty Representative shall be chosen from the Faculty by the Faculty.

ARTICLE VIII

Committees

Section 1: Standing and special committees shall be created by the Executive Committee as required to promote the objectives and interests of the Association. Chairmen shall be appointed by the Executive Committee.

Section 2: Committee projects and expenditures must be approved by the Executive Committee.

ARTICLE IX

Amendments

Section 1: Resolutions to amend the By-Laws of this Association may only be adopted at an Annual or Regular Meeting of Members at which at least one third of the Members are represented. All such resolutions shall be adopted by an absolute majority of votes cast.

Section 2: A second meeting shall be convoked in 14 days after the first meeting at which amendments may be adopted by absolute majority of members in attendance. Notification of the Meeting shall be given in writing seven days prior to the meeting, together with proposed changes of the By-Laws to the membership.

POLICY

Article I - Officers

The officers of this Association shall be a President, a Vice President, a Secretary and a Treasurer.

Article II - Duties of Officers

Section 1: The President shall preside at all Meetings of the Association, shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office.

Section 2: The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence of that officer.

Section 3: The Secretary shall keep a correct record of all Meetings of the Association and perform such other duties as may be delegated to him/her.

Section 4: The Treasurer shall receive all monies of the Association; shall keep an accurate record of receipts and expenditures and shall pay out funds only as authorized by the Association. The Treasurer shall present a statement of account at every Meeting of the Association and at other times when requested by Executive Committee and shall make a full report at the first Meeting of the school year which shall be called "Back to School Night". The Treasurer's accounts shall be audited annually during the summer by a qualified auditor

who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditor shall be appointed by the Executive Committee at least two weeks before the end of the school year.

Section 5: All officers must deliver to their President all official material within five days before the closing of the school year with the exception of the Treasurer's material which will be delivered to the President on completion of the annual audit by 1st September. The President shall hand over the Treasurer's material within five days of receipt of the audit report.

Section 6: In the event of the dissolution of this P.T.A., its assets shall be given to the Foundation of the International School of Curaçao.

Article III

The rules contained in Robert's Rules of Order Revised shall govern this Association in all cases in which they apply and in which they are consistent with these By-Laws and the Policy of the Association.

Revised: 01.08.1997
Amended: 23.08.2016

International
School of
Curaçao