

PTA BYLAWS



Constitution of the Parent-Teacher Association of the Amman Bacculaureate School

Based on Article 25 of the Constitution of the Hashemite Society for Education

Article One: CONSTITUTION

This document shall be called the Constitution of the Parent-Teacher Association of the Amman Bacculaureate School.

Article Two: DEFINITION OF TERMS

The following words and expressions shall have the meanings specified:

The School, ABS:	The Amman Bacculaureate School
The Board of Trustees, Board:	The Board of Trustees of the Amman Bacculaureate School
PTA:	The Parent-Teacher Association
The PTA Committee, The Committee:	The officers of the PTA as specified in Article 9 below
Teachers:	Members of faculty employed by ABS
Parents:	Mothers, fathers or legal guardians of currently enrolled ABS students
Chair:	The Principal of the Amman Bacculaureate School
General Body:	All mothers, fathers or legal guardians of currently enrolled ABS students and Members of the ABS faculty

Article Three: ESTABLISHMENT

An Association called the Parent-Teacher Association (PTA) has been established at the School. The PTA exists as an advisory body to the School to promote communication and collaboration by and between the School and Parents to enhance the ABS student experience.

Article Four: OBJECTIVES

The PTA exists both as a channel of communication between the community and the School and as an organisation for social and fund-raising activities appropriate to the needs of the School. To implement these aims the PTA will, as appropriate:

- a. Promote cooperation, consultation and interaction among teachers and parents and be an advocate for the School;
- b. Exchange points of view between teachers and parents pertaining to the general upbringing and guidance of children, but must not become a forum to evaluate teachers or any specific academic related issues to any individual Members of the PTA;
- c. Provide constructive feedback and advice on general School developments and proposals made by the Leadership Team;

- d. Develop and participate in activities, in or out of School, to promote the School and widen students' cultural awareness;
- e. Organise such events as School fairs, festivals, parties, lectures, educational films and excursions for the benefit of students, parents and the School in co-operation with the School;
- f. Assist the progress of the School in specified projects through raising funds and obtaining contributions, whether in cash or in kind;
- g. Support the School by representing the parent body on appropriate school evaluation and accreditation committees;
- h. To meet the requirements of the Ministry of Education, a representative of the PTA Committee shall participate in all Disciplinary Committees convened by the School;

All the above objectives will be met through coordination between the Principal (PTA Chair) and the PTA Committee and the School.

Article Five: SCOPE OF INFLUENCE

Neither the PTA Committee, nor individual or groups of Members of the Association, shall intervene in the daily running of the School. They may not communicate directly, on any PTA matters, with individual Members of staff or administrators of the School without the express permission of the Chair.

Article Six: GENERAL MEETINGS OF THE ASSOCIATION

- a. The Association shall hold at least one general meeting, open to The General Body, during the course of each academic year.
- b. This General Meeting shall be held during the first 90 days of the academic School year. Notification of general meetings shall be communicated to Members as described in Article 10 below.
- c. No Member may ask another to represent him/her at any general meeting. Speaking, on behalf of another Member is not allowed.

Article Seven: IMPARTIALITY

The PTA shall not espouse or represent any political, religious or sectarian causes or activities.

Article Eight: COMPOSITION

Membership of the PTA is limited to parents or legal guardians of students currently enrolled in the School and Members of the School faculty. There shall be no Membership fee.

Article Nine: THE PTA COMMITTEE

The following Committee of sixteen (16) Members shall administer the PTA:

The Chair of the Committee shall be the School Principal, supported by the Vice Principal with responsibility for the PTA.

Eight (8) teachers selected at the start of each academic year by the School.

- Four representing the Primary School
- Two representing the Middle Years School
- Two representing the IB College

Eight (8) parents elected by parent or legal guardian Members during the first annual general meeting of the Association, in accordance with Article 11 below. The eight (8) elected parents should be distributed as follows, although the Chair of the PTA may waive this requirement if there are not enough applicants from one particular section.

- Four representing the Primary School
- Two representing the Middle Years School

- Two representing the IB College
- Each of the eight elected parents must not be an employee of ABS or the spouse of an employee or have been an employee of the School in any capacity during the previous four-year period.
- One of the eight elected parents shall be the PTA Representative on the Board of Trustees, with right of full participation in debate and decisions of the Board, as per Article 11 below.
- Members of the PTA Committee are elected for one term of two years. At the end of their first two-year term, an elected Member may offer his/her name for re-nomination and election for a further two-years.
- A Committee Member must be reelected for a second two-year term before he/she can be nominated as representative to the Board of Trustees. A Committee Member can stand for election to the Board of Trustees in their third year of office and will serve a one-year term on the Board of Trustees. After serving four consecutive years, a Member may not seek re-election to the Committee or as representative to the Board of Trustees, but must stand down for two years before he/she is eligible for re-election to the Committee. The Member must be elected again to the PTA and serve on the PTA for another two-year term before they are eligible to stand for the BOT.
- A Committee Member that decides to resign mid-term (i.e. after one year) in their first term on the PTA may stand for re-election again the following year. However, a Committee Member that decides to resign mid-term in the second period of office (i.e. after three years) must stand down for two years before he/she is eligible for re-election to the Committee and must serve a two-year term on the PTA before being eligible for the BOT.
- The Committee shall elect from its Members the following office holders: a Vice-Chair, a Secretary and a Treasurer.
- The Secretary shall prepare accurate minutes of all advertised meetings, submitting fresh minutes to the Chair within one week of any meeting. Minutes shall be circulated to the Committee and/or General Body as may be agreed, but not later than one week prior to the following meeting, at which time the forthcoming agenda shall also be circulated. Any Member of the PTA may request to see the minute book.
- The Secretary shall bring one copy of this Constitution to all meetings and elections for reference purposes.
- The Treasurer is responsible for:
 - i. keeping accurate, up-to-date records of the PTA's account with the School Finance Department;
 - ii. arranging all payments on behalf of the PTA, through the School Finance Department, as authorised by the PTA Committee;
 - iii. arranging the issuing of receipts for all monies collected by the PTA through the School Finance Department.

Article Ten: NOTICE OF MEETINGS

The Chair shall convene a meeting of the General Body, open to all parents, at least once each academic year. Circulars containing the agenda for the meeting and giving notice of these meetings must be sent to all PTA Members at least two weeks in advance. These circulars will be sent via the School's e-mail network and may be published in School newsletters.

Article Eleven: ELECTIONS

1. Notification of elections
 - a. The Chair will advertise the election at least two weeks in advance by the methods prescribed in Article 10 above.

- b. Nominations for parent Members of the PTA Committee will open at least two weeks before the election date and will close one week before the election date.
 - c. Nominees must communicate their nomination to the Chair, along with the names of a proposer and seconder, both of whom must be parents or legal guardians of pupils in the School. Candidates may not nominate themselves. Candidates may supply a pen portrait of themselves of up to 250 words in support of their nomination. This should state if they are a new or returning nominee.
 - d. Office holders of the PTA may not resign their positions in the period between notice of the elections being given and announcement of the election results.
 - e. Completed nomination papers must be submitted to the PTA Chair in writing, either by hard copy or electronically.
- If the number of nominations is insufficient to fill vacant places, the Electoral Officer will consult with the Chair who will, after the election, arrange to co-opt as necessary to fill any remaining vacancies and report to the next meeting.

2. Prerequisites for nomination:

- a. Committee Membership: Candidates must be a parent or guardian of a currently enrolled ABS student, but not an employee or spouse of an employee of ABS or have been an employee of ABS during the prior four-year period.
- b. Representative on the Board of Trustees: Nominees must be existing Members of the PTA Committee from the previous year and have completed one full two-year term of office as a Committee Member and have attended at least two-thirds (2/3) of the regular committee meetings during the previous year that they served on the PTA. The PTA Representative to the Board of Trustees will serve a one-year term and may be re-elected for one further one-year term if such PTA Representative is still elected to the PTA Committee. The Chairwoman of the Board has the discretion of extending the first one-year term for a second year of the existing PTA Representative on the Board of Trustees. The maximum length of service on the Board of Trustees is two consecutive one-year terms, unless re-elected to the PTA after a two-year break and, subsequently, serving on the PTA for a further two-year term.

3. Election Procedure:

- a. The Chair will appoint an Electoral Officer and two Scrutineers, (one a parent and the other a teacher).
- b. Nominations will close one week before the day on which the election will take place.
- c. The Chair will write to the General Body one week before the election to inform them of the names of those proposed for election, their proposers and seconds. An annex of pen portraits will be attached to that communication.
- d. Only one parent or legal guardian has the right to vote on behalf of a family, regardless of numbers of enrolled children.
- e. A minimum of 20% of eligible parents must vote during the course of the day to meet the quorum requirements.
- f. A register of all family representatives voting will be taken by electronic means, so that only one ballot is used to each family to avoid any duplication of voting.
- g. Proxy voting will be permitted, subject to a signed agreement paper, or electronic communication from both parties, and one vote per family as above.
- h. Votes will be counted electronically and opened under the supervision of the Electoral Officer and Scrutineers after midday on the day after the electronic ballot closes and the result will be communicated to the whole community by the Chair.
- i. The Board of Trustees and the General Body shall be informed of the results of the election without undue delay.
- j. If the number of nominations matches the number of vacancies, such nominees will be declared elected by acclamation.

- k. The register of electors and electronic details of the process shall be attached to the Chair's report and kept at the School in the PTA file.

Article Twelve: BUSINESS OF FIRST GENERAL MEETING

An agenda for the first general meeting of the General Body shall include the following:

- a. The Committee's report on its work in the previous year.
- b. Ratification of the Committee's final accounts.
- c. Other matters proposed by the Committee.

Article Thirteen: CHAIR AND DECISION TAKING

The Chair of the Committee, or his/her deputy if the Chair is absent, shall preside at general meetings of the Association. During such meetings, decisions shall be adopted by a simple majority of votes cast by those present.

At the discretion of the Chair of the Committee, decisions may also be taken via email if the matter is of an urgent nature and there is no forthcoming meeting of the Association. In such cases, all PTA Members must be contacted and decisions shall be adopted by a simple majority of the respondents.

Article Fourteen: RESPONSIBILITY & LIABILITY

The Committee shall exercise all prerogatives and assume all responsibilities pertaining to the administration of PTA affairs, projects and expenditure.

Article Fifteen: FREQUENCY, QUORUMS, REQUIRED ATTENDANCE

- a. The Committee shall convene once each month during the academic year and at other times as need dictates.
- b. A quorum is required for the transaction of official business as follows:
 - i. At a Committee meeting, at least nine (9) Members.
 - ii. At Sub-committee meetings at least three (3) Members of the designated sub-committee.
 - iii. A Committee Member who misses more than one-third (1/3) of the monthly committee meetings may be asked to step down from his/her responsibilities for the following year.

Article Sixteen: SUB-COMMITTEES

The Committee may co-opt individuals on to sub-committees to render PTA activities more effective. Co-option may also be used to fill necessary vacancies, or secure appropriate balance of skills or opinions for the purpose of the particular sub-committee. Each sub-committee shall appoint a coordinator for its work.

Article Seventeen: FINANCES

- a. Subscriptions will not be taken from Members of the Association.
- b. The PTA financial year shall run from 01 September to 31 August.
- c. The PTA shall maintain an account with the School's Finance Department.
- d. PTA assets may consist of money raised or donated to it and of items donated to the PTA.
- e. The PTA shall maintain accurate and up-to-date financial records and accounts in accordance with standard financial practice. All records shall be subject to audit in accordance with the financial practices of the School.
- f. An account shall be operated in the name of the Association with the School's Finance Department.
- g. Expenditure must be authorised by the Treasurer of the Committee or his/her deputy or any other duly authorised person.

Article Eighteen: DISSOLUTION

In the event of the PTA being wound up or dissolved, all PTA debts shall be paid and any remaining assets recorded and transferred to the account of the School's Endowment Fund.

Article Nineteen: AMENDMENT OF CONSTITUTION

This Constitution shall be effective from 10 December 1987. It may only be revised, amended, or modified with the approval of the Board of Trustees of the Amman Baccalaureate School. Recommendations for any changes thereto may be made by the School or by the PTA Committee.

Approved by the Board of Trustees on 11 November 2002

Approved by the Board of Trustees on 08 September 2004

Approved by the Board of Trustees on 04 April 2005

Revised and confirmed by the Board of Trustees 19 September 2011

Revised and confirmed by the Board of Trustees 24 September 2013

Revised and confirmed by the Board of Trustees 23 September 2014

Revised and confirmed by the Board of Trustees 26 September 2016

Revised and confirmed by the Board of Trustees 30 September 2018

Revised and confirmed by the Board of Trustees: 17 December 2019

Reviewed and updated: 30 September 2020