



BY LAWS OF THE ROTTERDAM INTERNATIONAL SECONDARY SCHOOL .  
PARENT TEACHER ASSOCIATION  
Dated 17 June 2019 (to be reviewed June 2021)

1. Name

- 1.1. The name of the organization is the Rotterdam International Secondary School (RISS) Parent Teacher Association (the PTA).

2. Purpose

- 2.1. The primary purpose of the PTA is to support the Vision, Core Values and Strategic Plan of the school, more specifically:
- 2.1.1. To enrich the educational experience of students.
  - 2.1.2. To build a lively and cohesive school community.
  - 2.1.3. To facilitate and strengthen communication among all members of the school community.
  - 2.1.4. To raise funds in support of extracurricular and community activities, the educational program and the improvement of facilities.

3. Methods

- 3.1. The PTA shall pursue its goals by the following methods:
- 3.1.1. Provide services and programs in support of educational and extra-curricular activities of the school. Also provide parent education opportunities as appropriate.
  - 3.1.2. Provide the RISS community with fun and family-friendly activities and celebrations throughout the year, with the aim of cultivating the relationship between home, school and the community.
  - 3.1.3. Welcome new families and contribute to their integration into the school community.
  - 3.1.4. Maintain a close, working relationship with the school administration and teachers, the parent and the students and others interested in the mission of RISS. In this regard, the PTA will refer parents with individual concerns and issues to the appropriate channels within the school.

4. Conflict of Interest Policy

- 4.1. No Officers of the PTA, or any of its committees, shall derive any personal profit or gain by reason of his or her participation in the PTA.
- 4.2. Each individual shall disclose to the PTA any personal interest which he or she may have in any matter pending before the PTA and shall not take part in any decision on such matter.

## 5. Membership and Membership Fee

- 5.1. All parents/guardians of students currently enrolled at RISS, as well as teachers and school administrators, are members of the PTA.
- 5.2. Each member family of a currently enrolled student pays an annual fee as determined by the school. Faculty and staff members who do not have children enrolled in the school pay no fees.

## 6. Relationship with National/ International PTA Organizations

- 6.1. Representatives of the PTA participate in the International Parent Student Support Group (IPSSG), a parent-based information platform for subsidised international secondary schools in the Netherlands. The Board will appoint representatives to attend meetings of the IPSSG.
- 6.2. Representatives of the PTA can participate in other organizations or attend other meetings in furtherance of their mission.

## 7. Board of the PTA

- 7.1. The Board of the PTA shall, if there are sufficient candidates, consist of a President, a Secretary and a Treasurer. The Board may also have members without a specific portfolio. These roles may be combined.

- 7.2. The duties and responsibilities of the Board shall be to:

- 7.2.1. Set PTA policy, establish procedures and give general direction to the PTA;
- 7.2.2. Establish and oversee the work of any PTA committees;
- 7.2.3. Recruit Grade Representatives if applicable;
- 7.2.4. Approve the Annual Report;
- 7.2.5. Review and approve the proposed budgets;
- 7.2.6. Review special requests for funding that occur outside of the annual budget process.

- 7.3. The Board shall endeavor to meet prior to each general PTA meeting. Other members of the RISS community (e.g., school administrator or parents) may be invited to attend the meeting.

- 7.4. The responsibilities of each officer shall include the following:

- 7.4.1. The President shall:

- Serve as the official representative of the PTA to the RISS community;
- Coordinate the overall agenda and work of the officers and committees;
- Preside over all general PTA meetings;
- With the Treasurer, prepare a budget proposal for each year to be approved by a general PTA meeting;
- Prepare an annual report evaluating the PTA's activities in the light of its purpose as stated above.

- 7.4.2. The Secretary shall:

- Keep the membership informed of all PTA activities;
- distribute minutes of all general PTA meetings and maintain a file of these minutes;
- Archive the PTA's materials;

- Monitor the RISS PTA e-mail;
- Manage the PTA presence on the RISS website.

7.4.3. The Treasurer shall:

- Control the PTA's finances;
- Collect revenues and make disbursements of authorized expenses or expenses in accordance with the approved budget;
- Keep an accurate record of all receipts and expenditures;
- Prepare and present a financial activity report as requested by the Board;
- Together with the President, prepare a budget proposal for the next year for approval by the Board or a general PTA meeting;
- Submit an annual report at a general PTA meeting;
- Keep track of the PTA inventory;

8. Grade Representatives

- 8.1. If possible there will be a minimum of one Grade Representative at each grade level. Classes within a grade can also appoint a class representative who can assist the Grade Representative.
- 8.2. The general duties and responsibilities of the Grade/Class Representatives shall be to:
- 8.2.1. Coordinate grade-wide activities for which the grade level tutors, school, or PTA request assistance;
  - 8.2.2. Attend meetings with PTA or school leadership as requested;
  - 8.2.3. Disseminate information between the tutor, school, PTA and parents as requested and taking into account relevant privacy regulations;
  - 8.2.4. Serve as a contact point for new RISS families in their grade.

9. General PTA Membership Meetings

- 9.1. Regular meetings of the PTA shall be held monthly during the school year or at the discretion of the Board.
- 9.2. Notice of general PTA meetings shall be given by e-mail or by announcement on the school website.

10. Voting at general PTA meetings

- 10.1. The number of voting members present at any given meeting shall constitute a quorum.
- 10.2. Each member of the PTA is entitled to one vote.
- 10.3. Voting by proxy is not permitted; members must be present to cast a vote.
- 10.4. Decisions are by way of simple majority unless otherwise stated in these Bylaws.

11. Nomination of officers

- 11.1. The Board shall endeavor to solicit nominations from the RISS community prior to a general PTA meeting and present any nominations received at a general PTA meeting.
- 11.2. An opportunity shall be given at any meeting where officers are to be appointed for additional nominations from the floor, including self-nomination.

## 12. Election of officers

12.1. Appointment of officers shall take place at a general PTA meeting.

12.2. Election can be by show of hands, acclaim or the general PTA meeting can decide to have a written ballot.

12.3. The Board and if there are no serving Board members, the school principal or any person nominated by the school principal may also appoint interim officers who may hold office until officers are appointed at a general PTA meeting.

## 13. Term of Office

13.1. In principle officers shall serve no more than two (2) consecutive years in the same office, however the general PTA meeting can decide to allow an officer to continue to serve if this is in the best interests of the PTA.

13.2. An officer may be removed from office for failure to fulfil his/her duties, after reasonable notice, by a majority vote of the Board.

## 14. Finances

14.1. The financial year shall coincide with the school year.

14.2. Funds shall be derived from family fees levied annually, special fundraising efforts, donations and/or gifts

14.3. The account of the PTA is held in the Wolfert school banking system.

14.4. Disbursements from the PTA bank account or cash reserves shall be approved by the President and Treasurer or the President/Treasurer and another member of the Board. The Treasures can approve disbursements of up to €100 alone.

14.5. Disbursements are to be made for budgeted or previously approved purposes only.

14.6. No PTA member may make commitments for expenditure of PTA funds for any purpose that has not been expressly approved by the PTA Board, either during the budget process or as an additional appropriation. Disbursements that exceed budgeted amounts by more than an established amount are not permitted without the express approval of the Board.

14.7. The PTA shall as far as possible leave a minimum of € 1, 000.00 or other reasonable buffer in the PTA account at the end of each school year.

## 15. Amendments and Review of the Bylaws

15.1. Any PTA member may propose changes and/or amendments to the bylaws by making a proposal in writing to the Board. After approval by the Board, proposed changes and/or amendments to the Bylaws shall be presented to the membership for consideration at a general meeting. In order to be adopted, amendments must be approved by a 2/3 vote of members present.

15.2. The Bylaws will be reviewed every 2 years.

These Bylaws (Version 1.0) were adopted by the general PTA meeting on 17 June 2019 and will be reviewed at the end of the school year 2020/21.