

**BY-LAWS OF THE PARENTS ASSOCIATION  
UNITED NATIONS INTERNATIONAL SCHOOL**

Amended and Approved September 25, 2019

**Article I. Name**

The name of this association shall be the Parents Association of the United Nations International School (hereinafter the “**UNIS PA**”).

**Article II. Purpose**

The UNIS PA shall support the philosophy, programs and activities for the benefit of all students of the United Nations International School (hereinafter the “**School**” or “**UNIS**”) and shall seek to foster the harmonious development of the UNIS community in conformity with the spirit and principles of the United Nations.

**Article III. Applicability**

These By-Laws are applicable to the operation, activities and governance of the UNIS PA and its sub-committees. To the extent that any by-laws of any sub-committees shall conflict with these By-Laws, these By-Laws shall control.

**Article IV. Membership**

- Section 1. All UNIS parents and legal guardians shall be dues-paying members of the UNIS PA (“**Members**”).
- Section 2. All members shall have equal voting privileges and there shall be one (1) vote per Member.

**Article V. Officers**

- Section 1. The officers of the ExComm (the “**Officers**”) shall be as follows:
  - a. one President,
  - b. up to three (3) and no fewer than two (2) Vice-Presidents,
  - c. up to three (3) and no fewer than two (2) Finance Coordinators, and
  - d. two (2) Secretaries.

The ExComm shall determine, by majority vote, pursuant to Article IX, whether or not to have two (2) or (3) three Finance Coordinators and/or Vice-Presidents in the subsequent academic year.
- Section 2. *Term.* The Officers shall be elected from the at-large membership for a term of two (2) years, except for the President, who shall be elected for a term of one (1) school year between the May and June UNIS PA General Meetings.
- Section 3. *Nominations.* Officer nominations shall be accepted after the April UNIS PA General Meeting. Nominations and elections shall proceed as stated in Article XII.
- Section 4. *Votes:* Each Officer on the ExComm shall have one vote.

Section 5. **The President.**

- a. *Duties and Responsibilities.* The President shall:
  - i. preside at all General Meetings of the UNIS PA and meetings of the UNIS PA Executive Committee (the “**ExComm**”);
  - ii. work to achieve a consensus on all issues involving the UNIS PA;
  - iii. prepare the agenda for the ExComm meetings and the UNIS PA General Meetings;
  - iv. serve as *ex officio* member of all sub-committees with the exception of the nominating committee;
  - v. have general and active management of the affairs of the UNIS PA;
  - vi. serve as liaison between the Members and the School’s Executive Director and the Board of Trustees; and
  - vii. report monthly to the ExComm on communication with the School’s Senior Management Team.
- b. *Eligibility Guidelines.*
  - i. The President shall have been a Member for at least two (2) consecutive academic years prior to seeking nomination (such consecutive academic years may include the academic year in which they are seeking nomination).
  - ii. The President’s first year in office shall begin no later than such individual’s youngest child at UNIS beginning their second year in the UNIS Tutorial House (T2), assuming that such child will remain at UNIS through their fourth year in the UNIS Tutorial House (T4).
  - iii. The nominee for President shall be a current or former member of the ExComm, with prior membership on the ExComm for a minimum of one academic year (such academic year may include the academic year in which they are seeking nomination).
- c. *Length of Term:* The President shall assume office for a one (1) year term, but may run for a second year, with a maximum of two consecutive terms.
- d. *Ex Officio Role:* The President may, together with the other Officers, determine if the ExComm would like to invite the previous President to support the ExComm transitions in an *ex officio* capacity.

Section 6. **The co-Vice Presidents:**

- a. *Duties and Responsibilities.* The co-Vice Presidents shall:
  - i. assist the President to carry out the work of the UNIS PA;
  - ii. act in the temporary absence of the President;
  - iii. issue the required notices for all UNIS PA General Meetings;
  - iv. oversee the individual School Coordinators and Committee Coordinators; and
  - v. jointly assume the President’s role if the President cannot serve the full term for any reason.

- b. *Eligibility Guidelines:* A co-Vice-President shall have been a parent at UNIS for at least one (1) consecutive academic years.
- c. *Length of Term:* Each of the co-Vice Presidents shall serve a term of two (2) consecutive academic years.
- d. *Staggered Term:* Each of the co-Vice Presidents shall commence their roles with staggered start dates in consecutive academic years so that each co- Vice President overlaps with at least two different co-Vice Presidents.
- e. *Representation:* The ExComm shall seek to have different grade and individual school representation amongst the co-VPs.

Section 7. **The co-Secretaries.**

- a. *Duties and Responsibilities.* The co-Secretaries shall
  - i. be responsible for taking, keeping, and distributing accurate minutes of the ExComm meetings and UNIS PA General Meetings;
  - ii. be responsible, in conjunction with the President, for preparing the agenda for all of the ExComm meetings (monthly and special) of the UNIS PA General Meetings;
  - iii. maintain minutes and documentation, correspondence on behalf of the UNIS PA;
  - iv. maintain these By-Laws, and be responsible for making these available to Members who request them;
  - v. prepare new boilerplate documentation and folders for the upcoming school year,
  - vi. archive prior year's documentation, to ensure that incoming officers are able to work with a clean and efficient set of materials;
  - vii. create and maintain correspondence lists of current Officers, School Coordinators and Committee Coordinators for email distributions; and
  - viii. create and publish, via the UNIS parent portal, an annual report as detailed in Article XIV below.
- f. *Eligibility.* A co-Secretary shall have been a parent at UNIS for at least one (1) academic year.
- g. *Length of Term:* Each of the co-Secretaries shall serve a term of two (2) consecutive academic years.
- h. *Staggered Term:* Each of the co-Secretaries shall commence their roles with staggered start dates in consecutive academic years so that each co-Secretary overlaps with two different co-Secretaries.
- i. *Representation:* The ExComm shall seek to have different grade and individual school representation amongst the co-Secretaries.

Section 8. **The co-Finance Coordinators**

- a. *Duties and Responsibilities.* The co-Finance Coordinators shall:
  - i. be responsible for the maintenance of the funds of the UNIS PA;

- ii. be responsible for the posting all receipts and disbursements of the UNIS PA;
  - iii. report the monthly financial standing of the UNIS PA, including the net outcome of all fundraising events at the monthly ExComm meetings;
  - iv. prepare and keep the budget of the UNIS PA in coordination with the ExComm and the UNIS Finance Office; and
  - v. create the Financial Report as detailed in Article XIV below.
- b. *Eligibility Guidelines.* A co-Finance Coordinator shall have been a parent at UNIS for at least one (1) academic year.
  - c. *Length of Term:* Each of the co-Finance Coordinators shall serve a term of two (2) consecutive academic years.
  - d. *Staggered Term:* Each of the co- Finance Coordinators shall commence their roles with staggered start dates, in consecutive academic years so that each co-Finance Coordinator overlaps with at least two different co-Finance Coordinators.
  - e. *Representation:* The ExComm shall seek to have different grade and individual school representation amongst the co- Finance Coordinators.

**Article VI. School Coordinators**

- Section 1. School Coordinators of the UNIS PA shall be appointed from the UNIS parent body by the President of the PA and the ExComm, in consultation with the individual school principals.
- Section 2. *Manhattan Campus.* The Manhattan campus School Coordinators are appointed as follows:
  - a. up to three (3) and no fewer than two (2) School Coordinators for the Junior School,
  - b. up to three (3) and no fewer than two (2) School Coordinators for the Middle School, and
  - c. up to three (3) and no fewer than two (2) School Coordinators for the Tutorial House.
- Section 3. *Queens Campus.* The School Coordinator for the Queens Campus shall be the President of the Queens UNIS Parents Association, who shall be elected by the Queens parent body.
- Section 4. *Votes.*
  - a. Each individual school on the Manhattan campus is represented on the ExComm by two votes to be shared by their respective School Coordinators.
  - b. The Queens campus is represented on the ExComm by one vote allocated to the School Coordinator for the Queens Campus.
- Section 5. The School Coordinators shall act as the liaison between the UNIS PA and their respective school principal.
- Section 6. *Eligibility:* A School Coordinator shall have been a parent at UNIS for at least one (1) academic year.

- Section 7. *Length of Term:* Each School Coordinator shall be appointed for a term of two (2) consecutive academic years.
- Section 8. *Staggered Term:* Each School Coordinator shall commence their roles with staggered start dates in consecutive academic years so that each co-School Coordinator overlaps with two (to three) different co-School Coordinators.
- Section 9. *Representation:* The ExComm shall seek to have different grade representation amongst the School Coordinators

**Article VII. Committee Coordinators**

- Section 1. Committee Coordinators shall act as co-chairs of their respective committees. The following Committee Coordinators of the UNIS PA shall be appointed by the Officers of the UNIS PA and shall represent school Committees on the ExComm and where applicable:
- a. up to three (3) Coordinators for the Arts Committee (such committee encompassing Music, Theatre, Visual Arts and Film at UNIS);
  - b. up to three (3) Coordinators for the Cultural Events Committee;
  - c. up to two (2) Coordinators for New2UNIS;
  - d. up to two (2) Coordinators for the Bridge to the UN Committee;
  - e. up to two (2) Coordinators for the Athletic Association Subcommittee (hereinafter "**UAA**"); and
  - f. . up to two (2) Coordinators for the Social Responsibility Committee
- Section 2. *Consultation.* The appointment of Committee Coordinators shall be made in consultation with the corresponding team leader at UNIS.
- Section 3. *Eligibility Guidelines.* A Committee Coordinator shall have been a parent at UNIS for at least one (1) academic year.
- Section 4. *Term.* Committee Each Committee Coordinator shall be appointed for a term of two (2) consecutive academic years.
- Section 5. *Role.* The Committee Coordinators shall act as the liaison between the ExComm and their respective team leader(s).
- Section 6. *Special Considerations.* The Bridge to the UN Committee Coordinators shall act as the liaison between the Service Learning Coordinator, the Principals and any UN personnel.
- Section 7. *Voting.* Each Committee is represented on the ExComm by one vote to be shared by the respective Committee Coordinator(s).
- Section 8. *Staggered Term:* Each of the Committee Coordinators shall commence their roles with staggered start dates in consecutive academic years so that each Committee Coordinator overlaps with two different Committee Coordinators.
- Section 9. *Representation:* The ExComm shall seek to have different grade and individual school representation amongst the Committee Coordinators.

**Article VIII. Executive Committee**

- Section 1. *Responsibility.* The ExComm shall be responsible for the administration of the UNIS PA, its activities, assets and finances.
- Section 2. *Meetings.* Meetings of the ExComm shall be governed by Robert’s Rules of Order.
- Section 3. *Membership.* The ExComm shall consist of the Officers, School Coordinators, and Committee Coordinators, as described in Article V, Article VI and Article VII above.
- Section 4. *Exclusions.* Members who are employed by the school and receive employee benefits from the school and/or Members who are also members of the UNIS Staff Association, shall not run for elected office or serve as an appointed member of the ExComm.

**Article IX. Voting of the ExComm**

- Section 1. *Ratification of Actions.* Actions of the ExComm shall be authorized by a majority vote of its members, unless otherwise specified.
- Section 2. *Allocated Votes.* Votes of the ExComm shall be allocated as follows:
  - a. Officers:
    - i. Each Officer shall have one (1) vote.
  - b. School Coordinators:
    - i. The Junior School Coordinators shall have a total of two (2) votes amongst themselves.
    - ii. The Middle School Coordinators shall have a total of two (2) votes amongst themselves.
    - iii. The Tutorial House Coordinators shall have a total of two (2) votes amongst themselves.
    - iv. The Queens Campus Coordinator shall have one (1) vote.
  - c. Committee Coordinators:
    - i. The Arts Committee Coordinators shall have a total of one (1) vote amongst themselves.
    - ii. The Cultural Events Committee Coordinators shall have a total of one (1) vote amongst themselves.
    - iii. The New2UNIS Committee Coordinators shall have a total of one (1) vote amongst themselves,
    - iv. The Bridge2UN Committee Coordinators shall have a total of one (1) vote amongst themselves,
    - v. The UAA Coordinators shall have a total of one (1) vote amongst themselves,
    - vi. The Social Responsibility Committee Coordinators shall have a total of one (1) vote amongst themselves.
- Section 3. *Abstention.* The ExComm does not permit its members to abstain from voting on its actions
- Section 4. *Tie Votes.* In the event of a tied vote, the vote is considered lost.

**Article X. Sub-Committees**

- Section 1. The President shall appoint sub-committees as may be necessary to effectively discharge the responsibilities of the UNIS PA. Each sub-committee shall be chaired by a Member, elected by the members of that sub-committee, unless otherwise provided in those sub-committee by-laws.
- Section 2. Membership of the sub-committees shall be comprised of volunteers from the UNIS PA.
- Section 3. Upon request of the President, each sub-committee shall report on its work to the ExComm throughout the sub-committees' existence.

**Article XI. UNIS PA General Meetings**

- Section 1. *Frequency and Duration.* The UNIS PA shall meet monthly during the academic year. Attempts shall be made to limit the UNIS PA General Meetings to 90 minutes.
- Section 2. *Invitees.* All UNIS PA General Meetings shall be open to the entire UNIS PA membership.
- Section 3. *Convening.* The UNIS PA General Meetings shall be convened by the President of the UNIS PA.
- Section 4. *Agendas.* UNIS PA General Meeting agendas shall be emailed to the Members at least one (1) calendar day prior to the meeting. The agenda shall include an opportunity for Members to suggest items from the floor. The agenda for the monthly UNIS PA General Meeting may include, but shall not be limited to, updates from the Executive Director, each school principal, School Coordinators, Committee Coordinators, reports of the sub-committees, and topics of general interest to the Members.
- Section 5. *General Purpose.* The general purpose of the UNIS PA General Meetings shall be to review and discuss issues of general interest to the Members and to direct the ExComm to take action on them.
- Section 6. *Special Meetings.* Special meetings may be called by the ExComm or upon written request of twenty-five (25) Members, regarding topics which may be of concern to the members. Discussion at any such meeting shall be limited to the issue(s) for which they are called. Special meetings called upon written request of Members must be convened within twenty-one (21) calendar days after such request has been received by the President.
- Section 7. *Meeting Rules.* UNIS PA General Meetings shall be governed by Robert's Rules of Order.
- Section 8. *Notice.* At least seven (7) calendar days written notice of any meeting of the UNIS PA shall be given to each member by e-mail.

**Article XII. UNIS PA Nominations and Elections**

- Section 1. *Frequency.* Voting for the election of Officers of the UNIS PA shall take place annually by ballot prior to the commencement of the UNIS PA General Meeting in June.
- Section 2. *Timetable.* The timetable for nominations and elections shall be as follows:
  - a. Officer and Coordinator positions will be announced verbally to the Members during the UNIS PA General Meeting in March or April and further announced by email within fourteen (14) calendar days of such verbal announcement. .
  - b. Eligible Members shall submit their names for nomination by late April, at a specific date to be announced each academic year.
  - c. Nominations of Officers shall take place at the UNIS PA General Meeting in May.

- d. Nominations of School Coordinators and Committee Coordinators, as applicable, shall be announced at the UNIS PA General Meeting in May.

Section 3. *Nominations.* Nominations for Officers shall be as follows:

- a. Members may nominate themselves or other Members for Officer positions.
- b. Members interested in running for an elected Officer position not present at the UNIS PA General Meeting in May may be nominated if a “Written Statement of Notification”, consisting of the nominee’s name, child(ren)’s names and grade(s) and short biographical sketch, has been received by the nomination deadline specified in the March email referenced in section (a) above.
- c. A Member may only be nominated for one (1) Officer position at a time.
- d. A Member who is already an Officer on the ExComm and seeking nomination for a different Officer position on the ExComm before completing their consecutive two (2) year term, may only be nominated for the different Officer position if they resign from their current Officer position for the forthcoming academic year.
- e. Nomination for School Coordinators shall be made in consultation with the corresponding existing School Coordinators and relevant school principals at UNIS.
- f. Nomination for Committee Coordinators shall be made in consultation with the corresponding existing Committee Coordinators and relevant team leaders at UNIS.
- g. Members interested in being appointed to a School Coordinator position will be directed to connect with the existing School Coordinators and/or relevant school principal.
- h. Members interested in being appointed to a Committee Coordinator position will be directed to connect with the existing Committee Coordinators and/or relevant team leader.

Section 4. *Election Sub-Committee.*

- a. There shall be an Election Sub-Committee which shall be made up of two (2) appointed members from the ExComm who are not running for office in that academic year.
- b. A request for members of the Election Sub-Committee shall be made at the ExComm Meeting in March. If more than two (2) people volunteer, the members of the Election Sub-Committee shall be chosen by lottery.
- c. The Election Sub-Committee shall prepare the ballots, e-mail the ballots, and tally the vote of the Members.

Section 5. *Campaigning.* No moneys shall be expended on campaigning.

Section 6. *Election Process.* The Members shall cast their votes by secret ballot in the manner determined by the Election Sub-Committee, including but not limited to electronic or paper ballots.

Section 7. *Minimum Votes.* There shall be a minimum number of fifty (50) votes received in order for any candidate to win an elected office. Should that number not be reached, the incumbent officer shall remain in such position until a new and more appropriate candidate can be identified, and a follow-up election held.



Section 8. *Officer Removal.*

- a. Should an Officer prove by their actions or behavior to be incapable of properly executing the office for which they were elected, a two-thirds majority vote of the ExComm, pursuant to Article IX, shall serve to remove said person from office.
- b. Action warranting dismissal may be announced as part of the regular business of the ExComm monthly meetings, or a special meeting of the ExComm may be called. Voting shall take place immediately, in order to move as quickly as possible to remove any such individual.

Section 9. *Officer Vacancies on the ExComm.*

- a. Officer position vacancies shall be announced at the first regular UNIS PA General Meeting following any such Officer position becoming vacant for any reason.
- b. Nominations may be accepted at such UNIS PA General Meeting, and election shall be pursuant to the process outlined in Section 7 of this Article XII, provided however, that such election shall take place no later than thirty (30) calendar days from the later of such UNIS PA General Meeting or the first nomination of an individual for the vacancy.

Section 10. *School Coordinator or Committee Coordinator Removal.*

- a. Should a School Coordinator or Committee Coordinator prove by their actions or behavior to be incapable of properly executing the office for which they were elected, a two-thirds majority vote of the ExComm, pursuant to Article IX, shall serve to remove said person from office.
- b. Action warranting dismissal may be announced as part of the regular business of the ExComm monthly meetings, or a special meeting of the ExComm may be called. Voting shall take place immediately, in order to move as quickly as possible to remove any such individual.

Section 11. *School Coordinator or Committee Coordinator Vacancies on the ExComm.*

- a. School Coordinator or Committee Coordinator vacancies shall be announced at the first regular UNIS PA General Meeting following any such School Coordinator or Committee Coordinator position becoming vacant for any reason.
- b. Nominations may be accepted at such UNIS PA General Meeting. Appointments shall occur no later than thirty (30) calendar days from the later of such UNIS PA General Meeting or the first nomination of an individual for the vacancy.

**Article XIII. Financial Management of the UNIS PA General Fund**

Section 1. The fiscal year of the UNIS PA shall correspond to the School's fiscal year.

Section 2. On or before thirty (30) calendar days after commencement of the school year, each of the four (4) sets of School Coordinators and the five (5) sets of Committee Coordinators shall submit proposed budgets for approval by the ExComm. The ExComm meeting in October shall be designated a budget meeting.

Section 3. Requests for reimbursement from the UNIS PA funds shall be made to the UNIS PA co-Finance Coordinators in writing with sufficient back-up documentation within sixty (60)

calendar days of the expenditure, and, in any event, no later than seven (7) calendar days prior to the last day of the academic year.

- Section 4. All reimbursements and funding requests from the UNIS PA funds shall require signatures of a Finance Coordinator and the respective School Coordinator or Committee Coordinator. In the event the reimbursement is for an Officer of the ExComm, then a Vice President and Finance Coordinator, not to include the Vice President or Finance Coordinator seeking such reimbursement, must jointly approve such reimbursement request.

#### **Article XIV. Reports of the UNIS PA**

Section 1. *Annual Report*

- a. The ExComm shall create and publish, via the UNIS parent portal, an annual report (“Annual Report”) summarizing the activities and accomplishments of the UNIS PA on behalf of the school, using information supplied from all branches of the UNIS PA
- b. The Annual Report shall be published no later than the last day of the month in which the academic year ends.

Section 2. *Financial Report*

- a. The ExComm shall create a detailed annual financial report of the UNIS PA (the “Financial Report”) for each academic year, to be published, via the UNIS parent portal, summarizing the financial activities of the UNIS PA.
- b. The Financial Report shall be published within ninety (90) calendar days following the date on which the UNIS Finance Office makes the requisite statements available.

#### **Article XV. Amendments**

Section 1. *Two-Third Majority.* These By-Laws shall only be amended by affirmative vote of at least two-thirds of the ExComm. Such voting shall be pursuant to Article IX.

Section 2. *Notice of Amendment.* Notice of the proposed amendment shall be given at least fourteen (14) calendar days prior to the ExComm meeting at which such amendment shall be considered.