

THE INTERNATIONAL SCHOOL OF PANAMA  
PTA Bylaws - Revised April 2019

**Article I—Name**

The name of this organization is The International School of Panama, Parents and Teachers Association, or “ISP PTA.”

**Article II—Purposes**

The purpose of the ISP PTA is to promote the education and welfare of the ISP community by fostering relationships between students, teachers and parents. At the same time, the ISP PTA will promote, organize, and implement scientific, recreational, literary, and artistic events and fundraising activities.

**Article III—Basic Policies**

The following are the basic policies of the ISP PTA:

- A. The ISP PTA shall be nonprofit, nonsectarian, and nonpartisan.
- B. The ISP PTA shall represent the parent community in any process affecting the welfare and education of the student body, recognizing the legal responsibility to make decisions has been delegated to the ISP Board of Directors “ISP BOD”.
- C. No funds shall inure to the private benefit of any individual PTA member or representative.

**Article IV—Membership and Dues**

**Section 1.** Membership in the ISP PTA shall be open, without discrimination, to any ISP Parent who supports the mission and purpose of the ISP PTA.

**Section 2.** Members of the PTA are invited to attend general meetings monthly, and vote in the annual election

**Section 3.** Annual dues, as determined by the ISP Board of Directors or “ISP BOD”, shall be credited from the account of each student to the PTA .

**Article V - Elected Officers**

**Section 1.** The ISP PTA Elected Officers, “ISP PTA EOs”, shall be one (1) President, one (1) Vice-President, one (1) Secretary, one (1) Treasurer, and one (1) Deputy Treasurer.

**Section 2.** Once elected, the ISP PTA EOs will appoint chairpersons to lead committees, events, and teams, as determined by each year’s ISP PTA EOs, as detailed further in article VIII.

**Article VI - Election**

**Section 1.** ISP PTA EOs shall be elected annually in the following manner:

- A. At the May PTA General Meeting, prior to the election and Annual General Meeting “AGM”, positions and responsibilities will be reviewed. Interested parties will be asked to share their availability, interests, and competencies.
- B. To be included in the ballot for an elected position you must submit your name, in person or via email, to the PTA at least ten (10) days prior to the election. The EOs

will share a short bio about each candidate and the position(s) they would like to run and as this ballot will then be published and shared with the ISP community.

- C. Active campaigning is discouraged.
- D. Encouraging members to attend the AGM and to vote is encouraged.
- E. Voting must be done in person and attendees are required to register in order to receive a voting ballot.
- F. A ballot box for pre-voting will be made available on campus at least 3 hours prior to the vote. This is for members who are unable to attend the meeting.
- G. At the AGM all candidates will be given 3 minutes to speak to the members as to why they feel they are the best candidate for their chosen position(s).
- H. Majority vote of members shall elect in the following order: President, VP, Treasure, Deputy Treasure, and Secretary.
- I. In the case of a tie candidates will share the elected officer role.
- J. A candidate who is not elected is eligible to run for election of subsequent positions should they so choose. They will not be given a second opportunity to speak.
- K. When there is only one candidate for any office that election may be held by voice vote.

**Section 4.** Elected officers shall take office one week after the election and shall serve a term of one (1) year, or until their successors take office.

**Section 6.** Resignation by any officer must be signed and sent in writing to pta@isp.edu.pa.

**Section 7. Vacancies**

- A. In the case of a vacancy in the presidency, the vice-president will assume the position and will finish the term through to the next AGM and election.
- B. A vacancy in any other elected officer positions shall be filled at the next general monthly meeting and these EOs shall serve for the rest of the term.
- C. The voting procedure shall be the same as that specified in Art. V, Section 3. C–K.
- D. Should no candidate run for the position, the election will be included in the agenda at the subsequent meeting until the position is filled.

**Section 8. Budget**

The PTA budget must be approved by a majority vote at each AMG for the subsequent year based upon the previous year's activities and financials. This budget is established by the EOs and presented by the treasury team to the general assembly.

**Article VII—Duties of Elected Officers**

**Section 1.** The president shall:

- A. Serve as chair of the ISP PTA EO committee.
- B. Serve as an *ex officio* member of all committees.
- C. Work in partnership with the vice-president.
- D. Appoint chairs and members of committees not otherwise specified.
- E. Perform other duties as assigned by the ISP BOD or as applicable to presidents of non-profit corporations.

**Section 2.**The vice-president shall:

- A. Serve as a member of the ISP PTA EO.
- B. Serve as an *ex officio* member of all committees.
- C. Work in partnership with the president.
- D. Perform the duties of the office of president in the president's absence or when the president is unable to perform these duties.
- E. Perform other duties as assigned by the president by the ISP BOD or as applicable to Vice-Presidents of non-profit corporations.

**Section 3.**The secretary shall:

- A. Serve as a member of the ISP PTA EO committee.
- B. Prepare the agenda and report and keep the minutes of the ISP PTA general meetings and make these available to all PTA members.
- C. Organize and manage the calendar for the PTA.
- D. Share information and announcements to the community.
- E. Perform other duties as assigned by the PTA president.

**Section 3.**The Treasurer and Deputy Treasurer shall:

- A. Serve as a member of the ISP PTA EO committee and divide duties as a team amongst themselves and their committee.
- B. Track and report the financial status of the ISP PTA.
- C. Prepare bi-annual and annual reports to share with the PTA election body at the December monthly general meeting and the AGM.
- D. Perform other duties as assigned by the PTA president.

**Article VIII—Committees**

**Section 1.**The following shall be the standing committees of the ISP PTA:

- A. Schools – PreK, Elementary, Middle, and High School.
- B. Departments - Athletics (DAC), VAPA, and STEM.

**Section 2.**Standing committee chairpersons should provide a recommendation to the EOs for the chairperson for the subsequent year. This person can be themselves, or an active member of their committee.

**Section 3.** In addition to the standing committees, the ISP PTA EOs may establish, amend or eliminate special committees as deemed appropriate.

- A. The president shall appoint the chairpersons of the special committees, which are then approved by a majority vote of the committee. The ISP PTA EOs shall approve committee appointments.
- B. Once confirmed, Committee Chairs shall therein be considered officers of the ISP PTA.
- C. Committee chairs may propose assistant committee chairpersons for approval to the EOs. Once approved, these members shall therein be considered officers of the ISP PTA.

**Section 4.** Special committees may include but are not limited to the following: Graphic Design, Communication, Family Fun Fair, Honor Roll, UN Day, Intercultural Group, Decorations, Green Team, Gala, Wellness, Fiesta de la Patria, Welcome Committee, Grants, Service Work, and Yearbook Photos.

Any member who demonstrates an active interest and requests to participate will be given a position.

**Section 5.** Committee Leads, Chairpersons or assistant chairpersons shall:

- A. Serve as an officer of the PTA.
- B. Work in collaboration with the associate ISP Principal, director or teacher of their associated school or activities.
- C. Coordinate effective communication between the PTA, and parents, and teachers and parents when requested.
- D. Collaborate with other committees and chairpersons to enhance events.
- E. Vote on pertinent issues throughout the year, as proposed by the EOs.
- F. Perform other duties as assigned by the president or ISP PTA EOs.

#### **Article IX - Amendments**

These bylaws may be amended at the PTA AGM by a majority vote, provided that the following requirements have been complied with:

- A. The amendments have been provided to the ISP Board of Directors for review and approval.
- B. Amendments have been published at least thirty (30) days prior to the AGM.

Amended: April 2019

**P.T.A.**