

# PTA Constitution & Bylaws

## ARTICLE I

The name of the association shall be the Parent-Teacher Association (PTA) of Taipei American School (TAS), Taipei, Taiwan, ROC.

## ARTICLE II

The purpose of the PTA is to promote friendly relations and mutual understanding among parents, teachers, and administrators, and to advance the interests and physical well being of the school and its students.

## ARTICLE III

Financial donations by the PTA shall be decided by the Executive Board, having given due consideration to written suggestions made by Members through Grant requests and scholarships, with the intent that such donations bring direct benefit to the maximum number of Students and/or Taipei American School. Additional expenditures, to include all PTA related activities, shall be documented and monitored by the PTA President & PTA Treasurer.

## ARTICLE IV

The PTA membership shall include regular members and associate members.

Regular membership is open to parents of TAS students and members of the Faculty and Administration. Only regular members may serve on the PTA board or vote on issues before the PTA.

Associate membership is open to parents of alumni and interested community members.

The fiscal year shall begin on the first day of the school calendar year and end on the day before the first day of the succeeding school year.

There will be one voting privilege per family. Every member can make suggestions in writing for submission to the PTA Board for discussion and/or action.

## ARTICLE V

### 1. Members of the Board:

The executive officers of the PTA Board shall be a president, vice president, international food fair chair, spring fair chair, secretary, and treasurer.

Other voting board members include the following:

Visiting Author, Grants Liaison, Hospitality, Communications/Media Coordinator, New Family Connections, PTA Parents Lounge, PTA Book Store, Booster Connection, Lower School Parent Connection, Middle School Parent Connection, and Upper School Parent Connection. Each voting position of the board shall be entitled to cast one vote (in person or by proxy) on all matters to come before the board. Non-voting members of the board include the administrative liaison, the faculty liaison, and the alumni parent liaison. The board may appoint other ex-officio members as needed.

### 2. Renewal of the Board:

*a. Nominating Committee:* Two months before the election, the president, with the approval of the executive board, shall appoint a nominating committee of five PTA members, including a chair, representing major identifiable groups in the school community, to prepare a slate of candidates for the election of next year's executive officers. The slate should reflect the multi-cultural composition of the PTA and should be announced to the full constituency at least one month before the election.

*b. At-large Candidates:* PTA members who are not nominated by the nominating committee but who wish to run for an executive officer's position may be placed on the ballot by submitting to the nominating committee a petition signed by at least ten (10) PTA members no later than ten days after the public announcement of the nominated candidates.

*c. Board Election:* At the monthly board meeting immediately preceding the annual meeting, election of executive officers will be held by written ballot of the PTA board if two or more candidates are nominated for the same position. In the event of a single slate, the written ballot will be dispensed with, and the PTA board will cast a unanimous ballot for that nominated candidate. The newly elected executive officers will be announced at the annual meeting of the PTA, and the president, in consultation with the executive officers, shall appoint the other members of the board.

*d. Vacancies:* In case of a vacancy in the positions of president and vice-president, the individual next in line of succession (in the order of president, vice-president, international food fair chair, spring fair chair,

secretary, and treasurer) shall fill that position for the unexpired term, with the approval of the board. For any other vacancy, the president shall appoint a person to fill the position for the unexpired term with the approval of the board.

### 3. Terms of Office for Board Members:

The term of all board members shall commence on the first day of June following the election and last for one year.

#### ARTICLE VI

A regular meeting of the PTA board will be held once per month on dates to be decided upon by the board. A simple majority of the voting members of the PTA board constitute a quorum. Special meetings may be called by the president, or by written request of three members of the executive board. All meetings of the PTA board will be open to all members of the PTA – notice will be given to the membership of the date, time and place of these meetings.

One general report of the PTA will be communicated at the beginning of the school year. The purpose of this report will be to welcome new members, introduce PTA officers for the year, and present PTA goals and programs for the year.

One general report will be communicated towards the end of the school year. The purpose of this report will be to review the PTA year in general, report year-end expenditures, and introduce new board members for the following year.

#### ARTICLE VII

Every Member of the PTA can make suggestions in writing for submission to the PTA Board for discussion and/or action. The PTA Board shall discuss the suggestions and decide on an appropriate course of action.

The Constitution may be amended by an affirmative vote of a simple majority of the PTA members voting, provided the proposed amendment has been submitted in writing to the President two months prior to voting.