

CHARTER
for the
PARENT-TEACHER ORGANISATION
of the
INTERNATIONAL SCHOOL OF BERGEN

ARTICLE 1 : NAME

1.1 To reflect the nature of the organization, the official name is the Parent-Teacher Organisation of the International School of Bergen (Referred to as PTO).

ARTICLE 2 : PURPOSE AND OBJECTIVES

2.1 The PTO is a non-profit, non-political organization whose purpose is to actively promote cooperation between parents and the school which creates a productive and supportive school environment. To accomplish this purpose the organization has four objectives:

- a) to organize activities/programmes/projects which support the school community
- b) to raise and award funds to support general student activities which cannot be provided by the school budget
- c) to ensure on-going communication among all members of the school community, and
- d) to support the school in maintaining quality education.

ARTICLE 3 : MEMBERSHIP AND DUES

3.1 All parents/guardians of ISB students and ISB faculty and administration are members of the organization.

3.2 Any member of the organization can volunteer to serve on the PTO committee, of which at least 2 must be members of staff. Any member of the committee can then be internally elected to any one of the 4 executive positions, but no staff can serve as Chair.

3.3 No dues are charged or payable in the organization.

ARTICLE 4 : PTO COMMITTEE AND EXECUTIVE COMMITTEE

4.1 The committee of the PTO is responsible for implementing projects and setting agendas that meet the organisation's purpose and objectives.

4.2 Committee members decisions are made using a 51% majority rule of those present at regularly scheduled committee meetings. Each member of the committee is entitled to one vote.

4.3 The executive committee is comprised of the following elected officers :

Chair, Vice-Chair, Secretary, Treasurer

In addition, there shall be at least one committee member elected to coordinate each event.

These positions shall not be additional executive committee positions.

4.4a) The PTO committee will continually seek to adopt new members up to a reasonable number.

b) In May of each year, an annual planning meeting will be held to which all members of the organization willing to volunteer for the following year, will be invited to attend. The maximum size of the PTO committee will be established annually at this meeting. In the course of the year, further recruitment to the committee will be reviewed regularly. Members of the Executive Committee will be proposed, seconded and elected at the annual planning meeting.

Only those persons who have submitted their consent to serve, if elected, shall be nominated for/ or elected to the Executive Committee. Therefore a person can be elected a member of the Executive Committee in absentia if they have submitted to the current Chair a notification of their consent and willingness to serve in the role if elected by the PTO Committee. This must be done in writing.

c) The PTO Chair will announce the new committee and executive committee after all elections are complete.

4.5 The ISB school director is a non-elected member of the executive committee.

4.6 The PTO executive committee members are elected for a one-year period and may seek re-election for further terms.

4.7 Newly elected executive committee members assume their official positions on the last day of the school year following an orientation period by the departing committee.

4.8 If any of the executive committee positions are vacated, the remaining committee members elect by majority decision a committee member to fill the vacancy.

4.9 The duties of the 4 executive committee members are as follows:

Chair:

- Presides over all meetings of the organization, committee and executive
- Coordinates the work of officers and committees of the organization in order that the purpose and objectives of the organisation are fulfilled.
- Draws up agenda of upcoming meetings in consultation with the executive committee and events coordinators.

Vice-chair:

- Performs the duties of the Chair in his/her absence.

Secretary:

- Records all minutes of regular meetings of the organization, committee and executive
- Posts agenda of upcoming meetings at least one week in advance
- Maintains PTO archives ensuring one master copy is retained at the school.

Treasurer:

- Receives all monies of the organization
- Keeps accurate record of receipt and expenditure

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- Pays out funds in accordance with the authorized approval of the committee
- Presents a current financial account at every meeting.

4.10 Duties of events coordinators are as follows:

- Coordinate all aspects of the event following written guidelines, delegating as appropriate
- Report to the committee on progress of the plans for the event at each regular meeting
- Evaluate the event and update the written guidelines as necessary.

4.11 Removal of officers

If members of the PTO Committee feel an elected member of the Executive Committee is not fulfilling his/her duties, the topic can be brought forward through the School Director (who is a non-elected member of the executive committee) and an extraordinary general meeting can be called. During that general meeting, any officer may be removed by majority vote of the PTO Committee whenever in its judgment the best interests of the PTO would be served by the removal.

ARTICLE 5 : CHANGES TO THE CHARTER

5.1 Any member may propose changes to the PTO Charter which, subject to the endorsement by the PTO committee, must be submitted to the ISB Board of Trustees for approval.