

Antilles School Parent Teacher Association

Mission and Bylaws

Revised April 2012

PTA Mission:

Antilles Parent Teacher Association (PTA) is a volunteer non-profit organization that supports the purposes and mission of the school. The Association arranges special events and activities to assist in the development and improvement of the school, and to enhance the school's sense of family inclusion and community.

Our Mission is to benefit our children and to maintain a close working relationship with Antilles School. The association is a liaison to encourage and facilitate effective communication between Students, Parents, Teachers, School Administration and the Board of Trustees.

PTA Bylaws

Article I: Name

The name of this organization shall be the Antilles School parent Teacher Association hereafter referred to as the "Association."

Article II: Objectives and Policy

Section 1. The Association's objectives are to support the policies of the School's Board of Trustees in maintaining Antilles School's high standards; to support the school's academic and administrative functions; to assist in the school's social and cultural activities; to create a closer relationship between the school, the students, and the parents; and to assist in fundraising.

Section 2: The Association shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by the Association. Neither the name of the Association nor the name of its officers in their official capacities shall be used in connection with any commercial concern nor with any partisan interest, or for any purpose other than the regular work of the Association.

Article III: Membership; Association Meetings

Section 1. The Association voting members will be all those parents or legal guardians of current Antilles School students. Each member shall have one vote.

Section 2. Faculty members are Association members. Faculty members with enrolled students are Association members with full voting privileges. The Association invites Teacher and Student Representatives to all general meetings.

Section 3: General Meetings are open to all members of the Association membership at large. The membership shall be advised of the exact meeting dates as early as possible.

Section 4: Special Association Meetings may be called by a majority vote of the Elected Officers or a written request to the Elected Officers by fifteen voting members of the general membership of the Association. Such meetings will be scheduled no more than four weeks following the date

of the above-mentioned vote or receipt of written request. A minimum of one-week prior notice shall be given to the general membership.

Section 5: All members will be on the mailing list to receive invitations to all Association meetings, a Directory, and such notices of Association business as shall be authorized by Antilles School.

Article IV: Association Board Membership; Appointed Chairs and Committees; Policies

Section 1. The affairs of this Association shall be governed by an Association Board made up of the Elected Officers of the Board. These positions are all non-paid and voluntary. Members of the Board must be voting members of the Association. All decisions that are put to a vote are to be passed by a quorum of the Association Board.

Section 2. The Committees may include, but are not limited to Annul Fund, Hurricane Boosters, Community Service, Antilles Arts, International Dinner, **Hospitality, Publicity**, or other fund raising committees.

Section 3. There shall be one Association Board meeting per month during the school year.

Section 4. Officers, Committee Chairs, and Co-Chairs must attend all Association Board meetings. Failure to attend three Association meetings without sufficient reason may result in replacement as determined by the President.

Section 5. Only Association Board Members are eligible to vote. A Board majority shall constitute a quorum, and a quorum majority is required to pass any action, excluding a Bylaw change that requires a two-thirds majority vote of the Association Board.

Section 6. The terms of office for all Members of the Board shall be one year, commencing with their installation at the last General Meeting of the PTA at the end of the school year. Elected officers may only serve for a total of three consecutive years **in the same position**.

Article V: Executive Board; Officers and Duties; Policies

Section 1. Officers

The Association Board shall consist of Association Officers including the President, Vice-President, Secretary, Treasurer, Middle/Upper School Representative, ELC/Lower School Representative, **Class Rep Coordinator**, and as a non-voting, ex-officio **members the last Association President** and the Head of School.

Section 2. Duties

a. The President

- i. The President shall preside at all Association meetings, and is a member of ex-officio of all Association committees.
- ii. The President is an ex-officio member of the Board of Trustees, s/he shall present the views and concerns of the Association to the Board of Trustees.

Additionally, s/he shall transmit the response and sense of the Board of Trustees to the Association at its next meeting.

- iii. The President will be responsible for overseeing the chairpersons who head all committees.
- iv. S/he shall compile a file covering all Administration activities to be presented to the President-Elect at the end of the school year.
- v. The President may only serve for a total period of two consecutive terms.

b. The Vice President

- i. The Vice President shall assist the President as needed.
- ii. The Vice President shall chair the designated fund-raising event of the year and shall appoint and oversee all related committees.
- iii. In the event of a vacancy arising in the office of the President during the term, the unexpired term shall be filled by the Vice President.
- iv. The Vice President shall compile a file covering all activities to be presented to the Vice President-Elect at the end of the school year.

c. The Secretary

- i. The Secretary shall attend all meetings, take attendance, and keep accurate minutes of the Association Board and Association Meetings.
- ii. S/he will prepare general correspondence, and will notify the Association Board of meeting dates.
- iii. The Secretary shall be responsible for all Association Correspondences, (i.e. condolences, congratulations, thank-you's, etc...), under the direction of the President.
- iv. S/he will post the agenda in [Currents the week](#) before every General Meeting.
- v. The Secretary will post the highlights of and any action taken during the Association Meetings in all appropriate modes of communication (newsletter, website, etc...).
- vi. S/he will create and maintain a resource book containing the Association By-Laws, Association Board responsibilities, committee descriptions and approved/unapproved Association Meeting Minutes.
- vii. At the end of the term, the Secretary shall hand over all records to the Secretary-Elect.

d. The Treasurer

- i. The Treasurer's responsibilities are to receive and manage all funds of the Association, and to keep the financial records up-to-date.
- ii. S/he will distribute checks/monies that have been approved and signed-off on by both the President and the Treasurer.
- iii. The Treasurer will give an account of the stewardship of the Association's monies by keeping an itemized account of receipts and disbursements and reporting them at the monthly Association's General Meetings.
- iv. With the direction of the Association Board, s/he will develop an overall plan for the disbursement of funds, and act as a liaison with Administration concerning said funds.
- v. The Treasurer is required to submit an Annual Report at the first Association General Meeting of the new school year.

- vi. S/he shall disburse the funds of the Association only in accordance with a budget approved by the Association Board or pursuant to an authorization especially made by the Association Board.
 - vii. A copy of current financial procedures shall be kept available for all Association Members' perusal.
 - viii. It is the Treasurer's responsibility to have the books audited before the commencement of the new school year.
 - ix. S/he will compile a file covering all financial records to be presented to the Treasurer-Elect at the end of the school year.
- e. Middle/Upper School Chair
- i. S/he shall act as a liaison between the Middle/Upper School Class representatives, the Administration, and the President, and represent the views of the parents at the Association Board meetings. A co-chair may be appointed as needed.
 - ii. The Chair shall support the Class Representative Coordinator in the selection of the Middle/Upper School class representatives.
- f. ELC/Lower School Chair
- i. S/he shall act as a liaison between the ELC/Lower School Class representatives, the Administration, and the President, and represent the views of the parents at the Association Board meetings. A co-chair may be appointed as needed.
 - ii. The Chair shall support the Class Representative Coordinator in the selection of the ELC/Lower School class representatives.
- g. Class Representative Coordinator
- i. S/he will be responsible for holding a training/orientation at the beginning of the school year for all Class Representatives.
 - ii. S/he shall coordinate and support all school activities with regard to the Class Representatives.
 - iii. S/he will compile a file covering the training/orientation of and correspondence with the Class Representatives to be presented to the Class Representative Coordinator-Elect at the end of the school year.

Section 3: Meetings

- a. The President may convene an Association Board meeting at any time it is deemed necessary. Attendance of all Association Board Members is mandatory.
- b. Where possible, the President-Elect shall call a meeting of the incoming Board, as soon as possible after elections, to make plans for the following year.
- c. A minimum of four Association Board Meetings will be held annually.

Section 4: Voting

An Association Board majority shall constitute a quorum and quorum majority is required to pass any action.

Article VI: Class Representatives

Class representatives shall provide support as needed for Grade Level Teacher/s to whom they have been assigned. These representatives shall be responsible for activities including the

coordination of a class emergency phone tree, assist with staffing Association events, work responsibly with other Class representatives, and, as volunteers in the classroom, model behavior consistent with Antilles' School teaching philosophy. The Class Representatives shall be responsible for the effective flow of information between parents and the Association.

Article VII: Nominations and Appointments

Section 1. The Association Board

- A. In March, a letter &/or email shall go out to all Association Members asking for recommendations for Association Board nominees which would include the President, Vice President, Secretary, Treasurer, Upper/Middle School, ELC/Lower School, & Class Representative Coordinator.
- B. In April, the slate of candidates will be presented at the General Meeting and emailed to all Association Members. Voting will occur at the April General Meeting and electronic &/or absentee ballots will be accepted up to 1 week after the slate is presented.
 - a. If the slate is contested and/or incomplete at the time of the April General Meeting, the revised and/or completed slate will be emailed to all Association Members as soon as possible thereafter. Association Members will have one week to submit their votes to the standing President by email or in writing.
 - b. The presented slate will be elected by an affirmative vote of a simple majority of votes received.
- C. In May, the newly elected slate of candidates for the Association Board will be installed at the General Meeting.

Article VIII: Review and Amendments to Bylaws

Section 1: A copy of the bylaws will be posted on-line annually.

Section 2: Amendments

When deemed necessary, any of these bylaws may be altered, amended, or repealed by an affirmative vote of two-thirds majority vote of the Association Board. Written/electronic consent in the form of an absentee ballot may also be used.