

AUTHORIZED BY THE CHAIRPERSON(S) OF THE PARENT TEACHER ASSOCIATION – April 17th, 2022 _____ amended



**ABA OMAN INTERNATIONAL SCHOOL
PARENT TEACHER ASSOCIATION
ARTICLES OF ASSOCIATION**

ARTICLE I: NAME OF THE ASSOCIATION

The Association shall be known as ABA Oman International School (ABA) Parent Teacher Association (PTA) hereinafter referred to as the PTA.

ARTICLE II: LOCATION AND ADDRESS

The PTA is located in Al Irfan District, Muscat in the Sultanate of Oman.

All correspondence shall be to the following address:

The Chairperson (Chairpersons)
Parent Teacher Association (PTA)
ABA Oman International School
P. O. Box 372, Medinat Al Sultan Qaboos
Postal Code 115,
Sultanate of Oman
Email: ptachair@abaoman.org

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ASSOCIATION – April 17th, 2022 _____ amended

ARTICLE III: MEMBERSHIP (PTA)

- 3.1** All parents and legal guardians whose children attend ABA and ABA teaching staff are automatically members of the PTA.

ARTICLE IV: PURPOSE

- 4.1** The PTA shall support the aspirations of ABA and provide the following:
- 4.1.1** Liaise with the parents, teachers, administration staff, students and the Board of Directors.
 - 4.1.2** Organize and run events to provide a social aspect for the school.
 - 4.1.3** Organize and run events to undertake fund-raising to provide equipment and services that will enhance the school facilities and programs.
 - 4.1.4** Support opportunities for the members of the ABA Association to undertake charitable fund-raising.

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ARTICLE V: COMMITTEE

- 5.1** The PTA shall elect an Executive Committee by May of each school year. This committee will be referred to as the PTA Committee.
- 5.2** The PTA Committee is made up of no less than six (6) elected Association members and up to three (3) members of the faculty. The School Head shall be an ex-officio member.
- 5.3** The PTA Committee shall always consist of the following officers:
- Chairperson
 - Vice Chairperson
 - Treasurer
 - Communications Liaison

Note: Only the Chairperson and Vice Chairperson may choose to be co-chairs.

To complete the team two (2) or more officers from 5.4 could be selected.

- 5.4** The following positions are recommended if enough volunteers are available:
- Secretary
 - New Parent Coordinator
 - Parent Representatives - EC, Elementary, Middle & High School
 - Teacher Representatives
 - Activities Coordinator
 - Logistics Coordinator
 - New Parent Positions

Note: Any of these positions can be co-chaired.

- 5.5** All PTA Committee members shall serve for one (1) year and are eligible for re-election.

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ASSOCIATION – April 17th, 2022 _____ amended

- 5.6** A vacancy occurring on the PTA Committee may be filled by any member of the PTA. A member thus co-opted shall fill the vacancy until the next PTA elections by May.
- 5.7** Any member selected by the PTA Committee to fill a vacancy shall have full voting rights as if that of a member elected by the Association.
- 5.8** In the event that not all the PTA Committee officer positions set out in clause 5.4 are filled, it shall be the responsibility of the other PTA Committee members to decide the division of responsibilities amongst the PTA Committee and to decide whether or not, or to what extent, all responsibilities can be fulfilled.
- 5.9** In the event that there are less than six (6) PTA Committee members, PTA is deemed to be in suspension, and cannot authorize any expenditure or action until such time as the minimum number of PTA Committee members is again met.
- 5.10** In September of every school year, the PTA Committee should hold a community meeting whereby they announce the position of “new parent” and can accept a maximum of 3 parents that are **new** to the ABA community. These parents can take on any position that has not already been filled in the May elections, co-chair a position, or hold a general, assisting role as a new parent. These individuals are approved by the existing executive committee and are not voted in.

ARTICLE VI: PTA COMMITTEE – OFFICER’S DUTIES

6.1 CHAIRPERSON

It shall be the duty of the Chairperson to preside over all meetings of the Association and the PTA Committee; to serve as a common point of contact for the PTA Committee, to appoint such other committees/subcommittees as deemed necessary; and to have the Secretary call all meetings of the PTA in accordance with the Articles of Association. The Chairperson will liaise with Administration and serve as the formal PTA representative to the various committees of the School and Board of Directors as required.

It is the duty of the Chairperson to attend the monthly PTA meeting.

6.2 VICE CHAIRPERSON

It shall be the duty of the Vice Chairperson to act for the Chairperson(s) whenever the latter is absent.

The Vice Chairperson will be the officer responsible for the operation and functioning of the PTA Committees, including the setting up of an events calendar for each academic year. It is the duty of the Vice Chairperson to attend the monthly PTA meeting.

6.3 TREASURER

It shall be the duty of the Treasurer to work in conjunction with the Business Office to record all funds raised and disbursements made and maintain records of the same.

The Treasurer shall ensure that all money raised is deposited to the Business Office.

The Treasurer shall ensure that all disbursements are based on relevant receipts and approved requests.

The Treasurer will provide a monthly update of the account for the general meeting and detailed accounts of the individual events.

It is the responsibility of the Treasurer to carefully scrutinize all incoming fund requests, ensure that they each have 3 offers and that they will equally benefit the wider school population and not a small, select group.

It is the duty of the Treasurer to attend the monthly PTA. If this is not possible, the responsibility of presenting the financial statements to the meeting will be that of the Chairperson/Vice Chairperson.

6.4 COMMUNICATIONS LIAISON

It shall be the duty of the Communications Liaison to facilitate transparency to parents in relation to the PTA. The Liaison will attend monthly PTA meetings and make sure a copy of the minutes of the meetings is made available.

The Liaison may also assist the Chairperson(s) and Secretary by taking on the following functions:

- attend School Committee and Board of Director meetings if the Chairperson(s) are unable to do so.
- Prepare PTA communications for the school newsletter, Facebook page, Twitter account, Instagram and email distribution, providing a common 'look and feel' across PTA communications and liaise with the school's Media/Marketing coordinator.
- It is also the responsibility of the Communications Liaison to act as 'liaison/coordinator' between the school, Booster Club and Student Council to coordinate activities amongst these groups so that they are either co-hosted or do not clash. This task can be shared with the Secretary.

It is the duty of the Communications Liaison to attend the monthly PTA meeting.

6.5 SECRETARY

It shall be the duty of the Secretary to take the minutes of all proceedings of the PTA Committee and meetings of the Association and to publish the minutes. These published minutes must be accessible to all members of the PTA.

The Secretary shall also maintain a file of information on all activities carried out by the PTA. It is also the responsibility of the Secretary to act as 'liaison/coordinator' between the school, Booster Club and Student Council to coordinate activities amongst these groups so that they are either co-hosted or do not clash. This task can be shared with the Communications Liaison

It is the duty of the Secretary to attend the monthly PTA meeting.

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ASSOCIATION – April 17th, 2022 _____ amended

6.6 NEW PARENT COORDINATOR

It shall be the duty of the New Parent Coordinator to liaise with new parents, Home Room Parents/Contact Parents of those classes and Administration to oversee the ease of settlement of these families. It is the duty of the New Parent Coordinator to attend the monthly PTA meeting.

6.7 PARENT REPRESENTATIVES

It shall be the duty of the Parent Representatives to recruit Home Room Parents/Contact Parents from each class/grade and organize the Home Room Parent (HRP) Program, including ongoing liaison with the Home Room and Contact Parents and Administration. (Home Room Parents – Elementary/ECE; Contact Parents – Middle and High School) It is the duty of the Parent Representatives to attend the monthly PTA meeting.

6.8 TEACHER REPRESENTATIVES

It shall be the duty of the Teacher Representatives to liaise with the staff. It is the duty of the Teacher Representatives to attend the monthly PTA meeting.

6.9 ACTIVITIES COORDINATORS

It shall be the duty of the Activities Coordinators to bring together teams to coordinate PTA events. This should be done as soon as the Schedule of Events for the academic year is finalized. He/she may coordinate an event themselves or delegate coordination to another PTA Committee member or parent volunteer. The Activities Coordinators will alert the coordinating team to elements of the event that need to be cared for, including, for example, the setting of a reasonable timeline for the preparation of the event, safety, food and beverage, music and decorations in an advisory capacity. He or she will also maintain and update as necessary PTA documentation on best practice for events, recommendations for suppliers, and comments on what was and was not successful in relation to events for the reference of future PTA Committees. In the event that the Activities Coordinators, after reasonable endeavors, have not been able to bring together a team to coordinate an event six weeks prior to the proposed event, and are unable or unwilling to coordinate it him or herself, the event may be canceled or postponed as the PTA Committee thinks fit. Activities Coordinators will communicate, coordinate, or arrange for the coordination of possible joint events between the PTA, Booster Club and School events taking place. The Activities Coordinator will ensure liaison with the Booster Club and Student Council and relevant student groups when the PTA Committee sets up the event calendar. It is the duty of the Activities Coordinators to attend the monthly PTA meeting.

6.10 LOGISTICS COORDINATOR

It shall be the duty of the Logistics Coordinator to be familiar with PTA resources and maintain an inventory of these so that resources can be kept track of and shared where appropriate. He/she will also advise which resources should be made available and liaise with the school and the PTA regarding replacement, maintenance and disposal of resources as necessary. He/she will also be responsible for lending out PTA owned equipment / decorations / materials to staff, students, or event coordinators, keeping inventory of items lent, checking their return and properly storing them in the PTA storage room after events. It is the duty of the Logistics Coordinator to attend the monthly PTA meeting.

ARTICLE VII: MEETINGS OF THE MEMBERS OF THE PTA

- 7.1** There shall be an Annual General Meeting of the members of the PTA before the last day of May. This date is to be fixed by the PTA Committee.
- 7.2** There shall be a General Meeting of the members of the PTA on such a date as may be fixed by the PTA Committee but shall be within three (3) weeks of the first day of the school year. This meeting shall be held for the purpose of forming sub-committees, announcing 'new parent' positions and to announce the PTA Schedule of Events for the academic year.
- 7.3** The number of persons attending any General Meeting shall constitute a quorum.
- 7.4** Special meetings of the members shall be held at such time as the PTA Committee shall direct, or upon call of the PTA Committee at the request of 25 percent of the total membership. 30 percent of the PTA membership shall form a quorum at such a meeting. The exception to this is found in Article IX, Amendment of Articles of Association, and item 9.1.
- 7.5** Written notice of all meetings of PTA members and a proposed agenda shall be mailed to all members in advance of the date of such meeting, or displayed on the school notice board or published in the ABA Newsletter.

ARTICLE VIII: VOTING BY THE MEMBERS OF THE PTA

- 8.1 At any meeting of the members of the PTA, each member shall be entitled to only one vote.
- 8.2 There shall be no voting by proxy.
- 8.3 All questions at meetings of the members of the PTA shall be decided by a majority vote of those present, except as otherwise provided in the Articles of Association.
- 8.4 For general business at any meeting of the members of the PTA, voting may be by show of hands, by written ballot at the direction of the Chairperson of the meeting, or via electronic voting over a period of time determined by the PTA Committee, or at the request of a member present carried by a majority vote.
- 8.5. At the Annual General Meeting, voting for the PTA Executive Committee may be conducted via electronic voting open to the ABA community over a period of time determined by the PTA Committee, by a show of hands or by written ballot at the direction of the Chairperson.

ARTICLE IX: AMENDMENT OF ARTICLES OF ASSOCIATION

- 9.1 These Articles of Association may be amended at the Annual General Meeting of the PTA or at any special meeting called for that purpose, by two-thirds vote of the members present and voting.
- 9.2 The text of the proposed amendment shall be furnished to the PTA Committee at least two weeks prior to the meeting at which it is to be considered. The PTA Committee shall cause the text of the proposed amendment to be sent to the address of each member of the PTA at least one week before the said meeting, or displayed on the school notice board.

ARTICLE X: DISSOLUTION

- 10.1** The PTA may be dissolved and its activities terminated only if approved by three-quarters of the current PTA members.

- 10.2** In the event of termination and dissolution, after all debts and other outstanding liabilities have been cleared, the assets shall be distributed as decreed by the PTA Committee, provided that none of the assets of the PTA shall be distributed to or made available in any way to any individual or corporation, except to a corporation or other organization itself organized and operated exclusively for charitable, educational or scientific purposes, no part of the net earnings of which insures the benefit of any private individual.

ARTICLE XI: PURCHASES

- 11.1** The PTA Committee may make purchases (non-event related) within a 200 OMR per item limit whereby ALL purchases at 200 OMR and below could be instigated by the committee with PRIOR PTA Committee majority approval.

- 11.2** Funding for items/events may be requested by Association members. The request must be presented in writing to the PTA Committee along with the rationale for the purchase and where possible at least three quotations. The PTA Treasurer will ensure that the proposal is presented to the Association via the school's newsletter/parent portal at least one week before it is presented at a PTA meeting for a vote of approval.

- 11.3** A buffer of at least 6000 OMR starting school year 21/22, with an annual inflation correction subsequently (the height of which will follow the official published figure in Oman), should stay in the account for emergency use. In case an emergency should occur, and the balance falls below the buffer limit, the amount has to be recovered preferably within the same school year and no later than a calendar year after its use.

AUTHORIZED BY THE CHAIRPERSON(S) OF THE PARENT TEACHER ASSOCIATION – April 17th, 2022 _____ amended

THESE ARTICLES OF ASSOCIATION OF THE ABA – AN IB WORLD SCHOOL PARENT TEACHER ASSOCIATION WERE DULY APPROVED BY THE PARENT TEACHER ASSOCIATION EXECUTIVE COMMITTEE.

Moita Fraser Nandini Arora

Chairperson (2005) Vice-Chairperson (2005)

THESE ARTICLES OF ASSOCIATION OF THE ABA – AN IB WORLD SCHOOL PARENT TEACHER ASSOCIATION WERE DULY AMENDED BY THE PARENT TEACHER ASSOCIATION EXECUTIVE COMMITTEE.

Dated this day 9TH June 2013 in the Sultanate of Oman.

Poonam Rishi Meidinna Jackson Chairperson (9/6/13) Vice Chairperson (9/6/13)

THESE ARTICLES OF ASSOCIATION OF THE ABA – AN IB WORLD SCHOOL PARENT TEACHER ASSOCIATION WERE DULY AMENDED BY THE PARENT TEACHER ASSOCIATION EXECUTIVE COMMITTEE.

Dated this day 2nd May 2016 in the Sultanate of Oman.

Clauss Niazi Alison Al Maskari Co-Chairperson (2/5/2016)

Co-Chairperson (2/5/2016)

THESE ARTICLES OF ASSOCIATION OF THE ABA – AN IB WORLD SCHOOL PARENT TEACHER ASSOCIATION WERE DULY AMENDED BY THE PARENT TEACHER ASSOCIATION EXECUTIVE COMMITTEE.

Dated this day 9th April 2018 in the Sultanate of Oman.

Name

Minita Sampat (9/4/2018)

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THESE ARTICLES OF ASSOCIATION OF THE ABA OMAN INTERNATIONAL
SCHOOL PARENT TEACHER ASSOCIATION WERE DULY AMENDED BY THE
PARENT TEACHER ASSOCIATION EXECUTIVE COMMITTEE.

Dated this day 17 April, 2022 in the Sultanate of Oman.

Terry Dontis, Minita Sampat - Chairs 2021-2022

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Notice for Proposed amendment to PTA's Articles of Association

Existing: - ARTICLE I: NAME OF THE ASSOCIATION

The Association shall be known as ABA - An IB World School (ABA) Parent Teacher Association (PTA) hereinafter referred to as the PTA.

Proposed: - ARTICLE I: NAME OF THE ASSOCIATION

The Association shall be known as ABA Oman International School (ABA) Parent Teacher Association (PTA) hereinafter referred to as the PTA.

AUTHORIZED BY THE CHAIRPERSON(S) OF THE PARENT TEACHER ASSOCIATION – April 17th, 2022 _____ amended

Existing: - ARTICLE II: LOCATION AND ADDRESS

The PTA is located in Al Irfan District, Muscat in the Sultanate of Oman.

All correspondence shall be to the following address:

The Chairperson (Chairpersons)
Parent Teacher Association (PTA)
ABA – An IB World School
P. O. Box 372, Medinat Al Sultan Qaboos
Postal Code 115,
Sultanate of Oman
Email: ptachair@abaoman.org

Proposed: - ARTICLE II: LOCATION AND ADDRESS

The PTA is located in Al Irfan District, Muscat in the Sultanate of Oman.

All correspondence shall be to the following address:

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ASSOCIATION – April 17th, 2022 _____ amended

Existing: - Article 3.1

- 3.1 Membership of the PTA shall include all members of the ABA Association as defined in the ABA Articles of Association.

Proposed: Article 3.1

- 3.1 All parents and legal guardians whose children attend ABA and ABA teaching staff are automatically members of the PTA.

Existing: - Article 4.1

- 4.1 Membership of the ABA Association shall be composed of parents and legal guardians of children who are in attendance at the school and have paid all tuition fees due. In addition, non-Omani employees of ABA shall be members of the Association.

Proposed: Article 4.1 - REMOVED

Existing: - Article 4.2 - not changed except for numbering (now 4.1)

Existing: - Article 4.3

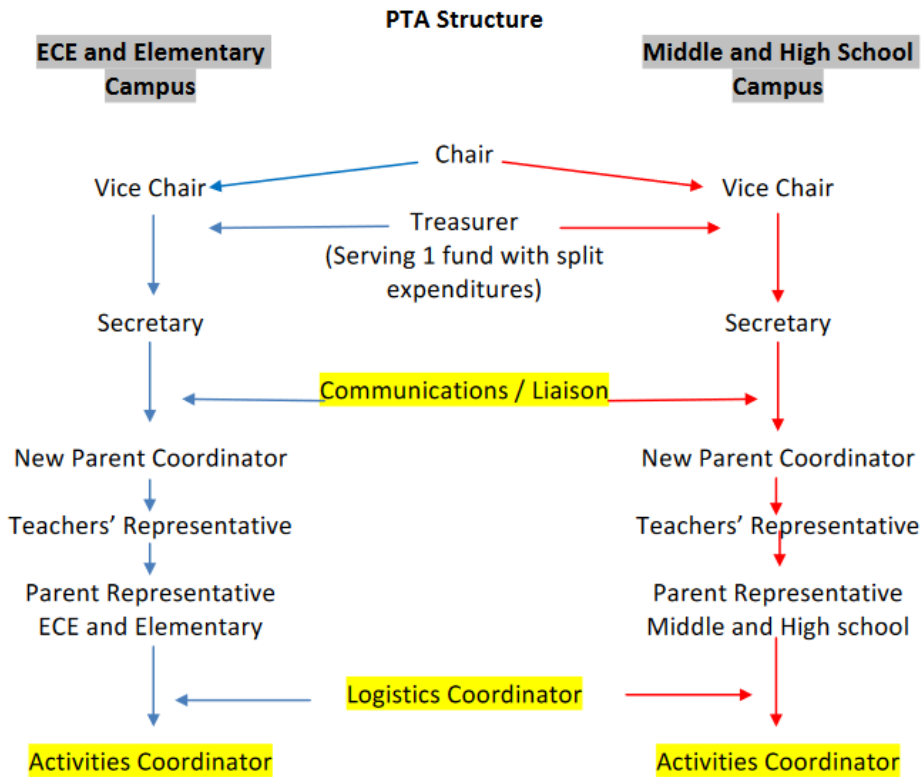
- 4.3 While it operates over two campuses, the ABA PTA remains one organization and members of the PTA based on both campuses will work together to support the aspirations of the ABA as a whole.

Proposed: Article 4.3 - REMOVED

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Existing: - Article 4.4

4.4 The following is the structure of the two ABA PTA Committees:



Student representatives have an open invitation to address the PTA on either campus at any meeting

Proposed: - Article 4.4 REMOVED

Existing: - Article 5.2

5.2 The PTA Committee is made up of no less than six (6) elected Association members and up to three (3) members of the faculty. The School Superintendent shall be an ex-officio member.

Proposed: - Article 5.2

5.2 The PTA Committee is made up of no less than six (6) elected Association members and up to three (3) members of the faculty. The School Head shall be an ex-officio member.

Existing: - Article 5.3

5.3 The PTA Committee shall consist of the following officers as per the structure set out in Article 4.4:

5.3.1 Chairperson

5.3.2 Vice Chairperson

5.3.3 Secretary

5.3.4 Treasurer

5.3.5 New Parent Coordinator

5.3.6 Parent Representatives

5.3.7 Teacher Representatives

5.3.8 Activities Coordinator

5.3.9 Logistics Coordinator

5.3.10 Communications Liaison

Note: Any of these positions can be co-chaired.

Proposed: - Article 5.3 and 5.4

5.3 The PTA Committee shall always consist of the following officers:

- Chairperson
- Vice Chairperson
- Treasurer
- Communications Liaison

Note: Only the Chairperson and Vice Chairperson may choose to be co-chairs.

To complete the team two (2) or more officers from 5.4 could be selected.

5.4 The following positions are recommended if enough volunteers are available:

- Secretary
- New Parent Coordinator
- Parent Representatives - EC, Elementary, Middle & High school
- Teacher Representatives
- Activities Coordinator
- Logistics Coordinator
- New Parent Positions

Note: Any of these positions can be co-chaired.

Existing: - Article 5.4, 5.6, & 5.8 are not changed except for the numbering

Existing: - Article 5.5

- 5.5 A vacancy occurring on the PTA Committee may be filled by any member of the ABA Association (Article III and IV – Membership). A member thus co-opted shall fill the vacancy until the next PTA elections by May.

Proposed: - Article 5.5 (RENAMED TO 5.6)

- 5.6 A vacancy occurring on the PTA Committee may be filled by any member of the PTA. A member thus co-opted shall fill the vacancy until the next PTA elections by May.

Existing: - Article 5.7

- 5.7 In the event that not all the PTA Committee officer positions set out in clause 5.3 are filled, it shall be the responsibility of the other PTA Committee members to decide the division of responsibilities amongst the PTA Committee and to decide whether or not, or to what extent, all responsibilities can be fulfilled.

Proposed: - Article 5.7 (RENAMED TO 5.8)

- 5.8 In the event that not all the PTA Committee officer positions set out in clause 5.4 are filled, it shall be the responsibility of the other PTA Committee members to decide the division of responsibilities amongst the PTA Committee and to decide whether or not, or to what extent, all responsibilities can be fulfilled.

Existing: - Article 5.10 - NONE

Proposed: - Article 5.10

- 5.10 In September of every school year, the PTA Committee should hold a community meeting whereby they announce the position of “new parent” and can accept a maximum of 3 parents that are **new** to the ABA community. These parents can take on any position that has not already been filled in the May elections, co-chair a position, or hold a general, assisting role as a new parent. These individuals are approved by the existing executive committee and are not voted in.

Existing: - Article 6.1

6.1 CHAIRPERSON(S)

It shall be the duty of the Chairperson(s) to preside over all meetings of the Association and the PTA Committee; to serve as a common point of contact for the PTA Committees on each campus, to appoint such other committees/sub-committees as deemed necessary; and to have the Secretaries call all meetings of the PTA in accordance with the Articles of Association. The Chairperson (s) will liaise with Administration and serve as the formal PTA representative to the various committees of the School and Board of Directors as required.

It is the duty of the Chairperson(s) to attend the monthly PTA meetings at both campuses.

Proposed: - Article 6.1

6.1 CHAIRPERSON

It shall be the duty of the Chairperson to preside over all meetings of the Association and the PTA Committee; to serve as a common point of contact for the PTA Committee, to appoint such other committees/sub-committees as deemed necessary; and to have the Secretary call all meetings of the PTA in accordance with the Articles of Association. The Chairperson will liaise with Administration and serve as the formal PTA representative to the various committees of the School and Board of Directors as required.

It is the duty of the Chairperson to attend the monthly PTA meeting.

Existing: - Article 6.2

6.2 VICE CHAIRPERSONS

It shall be the duty of the Vice Chairpersons to act for the Chairperson(s) whenever the latter is absent.

The Vice Chairpersons will be the officers responsible for the operation and functioning of the PTA Committees on each campus, including the setting up of an events calendar for each academic year for their relevant campus. It is the duty of the Vice Chairpersons to attend the monthly PTA meeting at their relevant campus.

Proposed: - Article 6.2

6.2 VICE CHAIRPERSON

It shall be the duty of the Vice Chairperson to act for the Chairperson(s) whenever the latter is absent.

The Vice Chairperson will be the officer responsible for the operation and functioning of the PTA Committees, including the setting up of an events calendar for each academic year. It is the duty of the Vice Chairperson to attend the monthly PTA meeting.

Existing: - Article 6.3

6.3 SECRETARIES

It shall be the duty of the Secretary at each campus to take the minutes of all proceedings of the PTA Committee and meetings of the Association and to publish the minutes. These published minutes must be accessible to all members of the PTA.

The Secretary shall also maintain a file of information on all activities carried out by the PTA on their relevant campus.

It is the duty of the Secretary to attend the monthly PTA meeting at their relevant campus.

Proposed: - Article 6.3 (RENAMED TO 6.5)

6.5 SECRETARY

It shall be the duty of the Secretary to take the minutes of all proceedings of the PTA Committee and meetings of the Association and to publish the minutes. These published minutes must be accessible to all members of the PTA.

The Secretary shall also maintain a file of information on all activities carried out by the PTA. It is also the responsibility of the Secretary to act as 'liaison/coordinator' between the school, Booster Club and Student Council to coordinate activities amongst these groups so that they are either co-hosted or do not clash. This task can be shared with the Communications Liaison

It is the duty of the Secretary to attend the monthly PTA meeting.

Existing: - Article 6.4

6.4 TREASURER

It shall be the duty of the Treasurer to work in conjunction with the Business Office to record all funds raised and disbursements made and maintain records of same for both PTA Committees.

The Treasurer shall ensure that all money raised is deposited to the Business Office. The Treasurer shall ensure that all disbursements are based on relevant receipts and approved requests.

The Treasurer will provide a monthly update of the account for the general meeting and detailed accounts of the individual events.

It is the duty of the Treasurer to attend the monthly PTA. If this is not possible, the responsibility of presenting the financial statements to the meeting will be that of the relevant Vice Chairperson(s).

Proposed: - Article 6.4 (RENAMED TO 6.3)

6.3 TREASURER

It shall be the duty of the Treasurer to work in conjunction with the Business Office to record all funds raised and disbursements made and maintain records of the same.

The Treasurer shall ensure that all money raised is deposited to the Business Office. The Treasurer shall ensure that all disbursements are based on relevant receipts and approved requests.

The Treasurer will provide a monthly update of the account for the general meeting and detailed accounts of the individual events.

It is the responsibility of the Treasurer to carefully scrutinize all incoming fund requests, ensure that they each have 3 offers and that they will equally benefit the wider school population and not a small, select group.

It is the duty of the Treasurer to attend the monthly PTA. If this is not possible, the responsibility of presenting the financial statements to the meeting will be that of the Chairperson/Vice Chairperson.

Existing: - Article 6.5

6.5 NEW PARENT COORDINATOR

It shall be the duty of the New Parent Coordinator at each campus to liaise with new parents, Home Room Parents/Contact Parents of those classes and Administration to oversee the ease of settlement of these families.

It is the duty of the New Parent Coordinator to attend monthly PTA meetings at their relevant campus.

Proposed: - Article 6.4 (RENAMED TO 6.6)

6.6 NEW PARENT COORDINATOR

It shall be the duty of the New Parent Coordinator to liaise with new parents, Home Room Parents/Contact Parents of those classes and Administration to oversee the ease of settlement of these families.

It is the duty of the New Parent Coordinator to attend the monthly PTA meeting.

Existing: - Article 6.6

6.6 PARENT REPRESENTATIVES

Home Room Parents – Elementary/ECE

Contact Parents – Middle and High School

It shall be the duty of the Parent Representatives at each campus to recruit Home Room Parents/Contact Parents from each class and organize the Home Room Parent (HRP) Program, including ongoing liaison with the Home Room and Contact Parents and Administration.

It is the duty of the Parent Representatives to attend the monthly PTA meeting at their relevant campus.

Proposed: - Article 6.6 (RENAMED TO 6.7)

6.7 PARENT REPRESENTATIVES

It shall be the duty of the Parent Representatives to recruit Home Room Parents/Contact Parents from each class/grade and organize the Home Room Parent (HRP) Program, including ongoing liaison with the Home Room and Contact Parents and Administration.

(Home Room Parents – Elementary/ECE; Contact Parents – Middle and High School)

It is the duty of the Parent Representatives to attend the monthly PTA meeting.

Existing: - Article 6.7

6.7 TEACHER REPRESENTATIVES

It shall be the duty of the Teacher Representatives to liaise with the staff at the relevant campus.

It is the duty of the Teacher Representatives to attend the monthly PTA meeting at the relevant campus.

Proposed: - Article 6.7 (RENAMED TO 6.8)

6.8 TEACHER REPRESENTATIVES

It shall be the duty of the Teacher Representatives to liaise with the staff.

It is the duty of the Teacher Representatives to attend the monthly PTA meeting.

Existing: - Article 6.8

6.8 ACTIVITIES COORDINATORS

It shall be the duty of the Activities Coordinators to bring together teams to coordinate PTA events. This should be done as soon as the Schedule of Events for the academic year is finalized. He/she may coordinate an event themselves or delegate coordination to another PTA Committee member or parent volunteer. The Activities Coordinators will alert the coordinating team to elements of the event that need to be cared for, including, for example, the setting of a reasonable timeline for the preparation of the event, safety, food and beverage, music and decorations in an advisory capacity. He or she will also maintain and update as necessary PTA documentation on best practice for events, recommendations for suppliers, and comments on what was and was not successful in relation to events for the reference of future PTA Committees.

In the event that the Activities Coordinators, after reasonable endeavors, have not been able to bring together a team to coordinate an event six weeks prior to the proposed event, and are unable or unwilling to coordinate it him or herself, the event may be canceled or postponed as the PTA Committee thinks fit.

Activities Coordinators from each campus will communicate, coordinate, or arrange for the coordination of possible joint events between the PTA, Booster Club and School events taking place. The High School Activities Coordinator will ensure liaison with the Booster Club when the PTA Committee sets up the event calendar for High School.

It is the duty of the Activities Coordinators to attend the monthly PTA meeting.

Proposed: - Article 6.8 (RENAMED TO 6.9)

6.9 ACTIVITIES COORDINATORS

It shall be the duty of the Activities Coordinators to bring together teams to coordinate PTA events. This should be done as soon as the Schedule of Events for the academic year is finalized. He/she may coordinate an event themselves or delegate coordination to another PTA Committee member or parent volunteer. The Activities Coordinators will alert the coordinating team to elements of the event that need to be cared for, including, for example, the setting of a reasonable timeline for the preparation of the event, safety, food and beverage, music and decorations in an advisory capacity. He or she will also maintain and update as necessary PTA documentation on best practice for events, recommendations for suppliers, and comments on what was and was not successful in relation to events for the reference of future PTA Committees.

In the event that the Activities Coordinators, after reasonable endeavors, have not been able to bring together a team to coordinate an event six weeks prior to the proposed event, and are unable or unwilling to coordinate it him or herself, the event may be canceled or postponed as the PTA Committee thinks fit.

Activities Coordinators will communicate, coordinate, or arrange for the coordination of possible joint events between the PTA, Booster Club and School events taking place. The High School Activities Coordinator will ensure liaison with the Booster Club and Student Council and relevant student groups when the PTA Committee sets up the event calendar.

It is the duty of the Activities Coordinators to attend the monthly PTA meeting.

Existing: - Article 6.9

6.9 LOGISTICS COORDINATOR

It shall be the duty of the Logistics Coordinator to be familiar with PTA resources on each campus and maintain an inventory of these so that resources can be kept track of and shared where appropriate. He/she will also advise which resources should be made available on both campuses and liaise with the school and the PTA regarding replacement, maintenance and disposal of resources as necessary. The Logistics Coordinator will also arrange for transport (by the school or privately) of resources between campuses where necessary.

It is the duty of the Logistics Coordinator to attend the monthly PTA meeting.

Proposed: - Article 6.9 (RENAMED TO 6.10)

6.10 LOGISTICS COORDINATOR

It shall be the duty of the Logistics Coordinator to be familiar with PTA resources and maintain an inventory of these so that resources can be kept track of and shared where appropriate. He/she will also advise which resources should be made available and liaise with the school and the PTA regarding replacement, maintenance and disposal of resources as necessary.

He/she will also be responsible for lending out PTA owned equipment / decorations / materials to staff, students, or event coordinators, keeping inventory of items lent, checking their return and properly storing them in the PTA storage room after events.

It is the duty of the Logistics Coordinator to attend the monthly PTA meeting.

Existing: - Article 6.10

6.10 COMMUNICATIONS LIAISON

It shall be the duty of the Communications Liaison to facilitate transparency to parents in relation to the PTA activities on each campus. The Liaison will attend monthly PTA meetings on both campuses and make sure a copy of the minutes of the meetings of the other campus is made available. There is no requirement that the Liaison be involved in event coordination unless he/she volunteers to do so.

The Liaison may also assist the Chairperson(s) and Secretary by taking on the following functions:

- attend School Committee and Board of Director meetings if the Chairperson(s) are unable to do so
- Preparing PTA communications for the school newsletter, Facebook page, Twitter account and email distribution, providing a common 'look and feel' across PTA communications from both campuses.

It is the duty of the Communications Liaison to attend the monthly PTA meetings at both campuses.

Proposed: - Article 6.10 (RENAMED TO 6.4)

6.4 COMMUNICATIONS LIAISON

It shall be the duty of the Communications Liaison to facilitate transparency to parents in relation to the PTA. The Liaison will attend monthly PTA meetings and make sure a copy of the minutes of the meetings is made available.

The Liaison may also assist the Chairperson(s) and Secretary by taking on the following functions:

- attend School Committee and Board of Director meetings if the Chairperson(s) are unable to do so
- Prepare PTA communications for the school newsletter, Facebook page, Twitter account, Instagram and email distribution, providing a common 'look and feel' across PTA communications and liaise with the school's Media/Marketing coordinator.
- It is also the responsibility of the Communications Liaison to act as 'liaison/coordinator' between the school, Booster Club and Student Council to coordinate activities amongst these groups so that they are either co-hosted or do not clash. This task can be shared with the Secretary.

It is the duty of the Communications Liaison to attend the monthly PTA meeting.

Existing: - Article 7.1

7.1 There shall be an Annual General Meeting of the members of the PTA before the last day of May. This date is to be fixed by the PTA Committee. The Annual General meeting will be a combined meeting of the entire PTA membership from both ABA Campuses.

Proposed: - Article 7.1

7.1 There shall be an Annual General Meeting of the members of the PTA before the last day of May. This date is to be fixed by the PTA Committee.

Existing: - Article 7.2

7.2 There shall be a General Meeting of the members of the PTA on such a date as may be fixed by the PTA Committee but shall be within three (3) weeks of the first day of the school year. This meeting shall be held for the purpose of forming sub-committees and to announce the PTA Schedule of Events for the academic year.

Proposed: - Article 7.2

7.2 There shall be a General Meeting of the members of the PTA on such a date as may be fixed by the PTA Committee but shall be within three (3) weeks of the first day of the school year. This meeting shall be held for the purpose of forming sub-committees, announcing 'new parent' positions and to announce the PTA Schedule of Events for the academic year.

Existing: - Article 8.4

8.4 For general business at any meeting of the members of the PTA, voting may be by show of hands, or by written ballot at the direction of the Chairperson of the meeting, or at the request of a member present carried by a majority vote. At the Annual General Meeting, voting for the PTA Executive Committee shall be by a show of hands or by written ballot at the direction of the Chairperson of the meeting.

Proposed: - Article 8.4 (the existing article 8.4 was split)

8.4 For general business at any meeting of the members of the PTA, voting may be by show of hands, by written ballot at the direction of the Chairperson of the meeting, or via electronic voting over a period of time determined by the PTA Committee, or at the request of a member present carried by a majority vote.

8.5. At the Annual General Meeting, voting for the PTA Executive Committee may be conducted via electronic voting open to the ABA community over a period of time determined by the PTA Committee, by a show of hands or by written ballot at the direction of the Chairperson.

Existing: - Article 11.3 - None

Proposed: - Article 11.3

11.3 A buffer of at least 6000 OMR starting school year 21/22, with an annual inflation correction subsequently (the height of which will follow the official published figure in Oman), should stay in the account for emergency use. In case an emergency should occur, and the balance falls below the buffer limit, the amount has to be recovered preferably within the same school year and no later than a calendar year after its use.

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