

## PARENT TEACHER ASSOCIATION (PTA) CONSTITUTION

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[this working document has been endorsed by the PTA meeting of February 21 2008, after consultation of the BoM meeting in November 2007 and further elaboration with the Chairman of the BoM, Mr. Quan and the Principal Mr. Hamilton, Vice Principal Ms. Gordon December 2007]

### 0. Introduction/background.

This updated PTA constitution accommodates the needs and wishes of the school community to work more closely and effectively with the management. It provides a way for parents as an important stakeholder to be informed and participate after the "management" crisis during 2006 and 2007. With the appointment and approval of a new Board of Management in September 2007 came the invitation and possibility to materialize the idea of a wider participation of parents as expressed in the motions' document of 15/16May 2006.

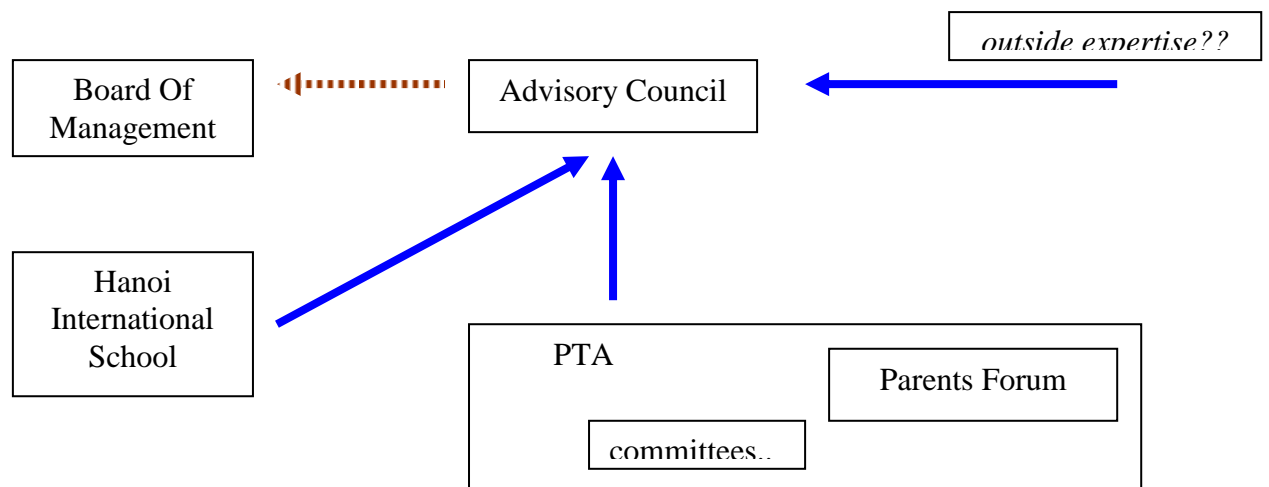
In summary this document mentioned:

- inclusion of parents in the BOM;
- reform PTA (tasks)
- clear regulations/procedures to improve and ensure accountability, transparency and responsibilities towards the entire school community;
- external audit
- business plan for the proper use of the Development fund;
- improve communication with parents.

Parents have multiple interests as a client of HIS due to the very nature of the product that is consumed/delivered: quality education for their children.

Below is a first sketch on how their interests can be accommodated within the joint venture set up of Hanoi International School.

(simplified version)



## PTA (Parent Teacher Association)

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The new PTA of HIS has 2 main tasks.

*"parents, teachers, school management and staff help the school attain its goal of providing international quality education and propagate its philosophies for the benefits of the students"*

Aside from the regular PTA meetings and the executive members committee who gather monthly and supervise as well as monitor the realization of the PTA tasks, the following (sub)committees are established and form an integral part of the PTA.

### Parents Forum/committee

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This is a parents-only body and for two main reasons:

1. act as a "filter" for issues that parents feel they want to bring up/share to other parents, before this is communicated to the school/teachers;
2. council parents, inform on, collect and "check" issues.

This parents forum is a sub-committee of the PTA and as such reports to the PTA on parents' concerns.

### other (sub) committees of the PTA

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These sub committees are formed in function of the different events and tasks for which PTA assistance is required:

*"in order to build and strengthen the school as a community the PTA (sub) committees promote cooperation and understanding between the parents, teachers, administrators, staff and students through common organized activities that enhance togetherness, cross cultural exchange and understanding as well as a shared responsibility and engagement in social activities"*

e.g.: international week/buffet, charity donation....

PTA Constitution

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*ARTICLE I. NAME*

The name of this Association shall be the Parent Teacher Association of the Hanoi International School (HIS) in Vietnam.

*ARTICLE II. PURPOSE*

Section 1.

The purpose of the PTA is that parents, teachers, school management and staff:

1. help the school attain its goal of providing international quality education and propagate its philosophies for the benefits of the student;
2. provide a continuing channel of communication among the various sectors of the HIS community in order to promote an atmosphere of goodwill and cooperation;
3. establish and maintain a constructive and active participation of parents in the Hanoi International School management at large through its Parents Forum and input in the Advisory Council.

*ARTICLE III. MEMBERSHIP*

Section 1.

All parents and/or guardians of the students of Hanoi International School, and all members of the administration and faculty of Hanoi International School shall be members of the PTA.

Section 2.

All members of the PTA are invited to, and can attend the monthly meetings. There is no membership fee.

*ARTICLE IV. PTA EXECUTIVE COMMITTEE MEMBERS*

Section 1.

Composition: PTA executive committee members will include the President, First Vice President, Second Vice President, Secretary, Treasurer and ordinary members. Ordinary Members will include the Principal (ex-officio), 1 or 2 teacher representatives plus additional parents (members of the subcommittees and Parents Forum).

## Section 2.

Voting Members: when voting is required during PTA meetings a majority of 2/3 is needed. This will only happen after serious efforts to compromise and take unanimous decisions have failed.

## Section 3.

Duties and Responsibilities. Each PTA EC Member will keep a notebook with pertinent information pertaining to his/her office. This notebook will be passed to the next person who fills this position.

1. President: The President shall preside at all PTA meetings and serve as an ex-officio member of all PTA committees.  
With the treasurer, s/he shall draft the program budget for the year. S/he will be the official representative of the PTA and its liaison with the parent community and with groups within the school, including the Board of Management and Advisory Council.
2. First/Second Vice President: S/he shall assume the duties of the President in is/her absence and such other duties as requested by the President.
3. Secretary: The Secretary shall prepare the minutes of all official PTA meetings and maintain a file of these minutes. S/he shall issue notices and general publicity and perform other duties as requested by the President.
4. Treasurer: The Treasurer shall, together with the President, draft the PTA budget for the year. S/he will give a monthly/regular financial report and present an annual financial statement to the membership at the close of the HIS year. S/he shall assume such other duties as requested by the President.
5. School Representatives: each teacher representative shall attend PTA meetings to provide input regarding their respective schools. They shall act as liaisons between the Association, their respective schools, and the parent community.
6. Administration Representative: An Administrator of the school shall be an advisor to the PTA ensuring it abides by its constitution.

## Section 4.

An individual PTA executive committee member can serve for a maximum period of 3 consecutive years.

## Section 5.

Vacancies on the PTA are announced to all members and a new recruitment will take place.

*PTA members leaving their position within the term of a school year should actively look for a replacement.*

## *ARTICLE V. EX-OFFICIO MEMBERS*

The (vice)principal of the High school, Middle School, and Elementary School are non-voting members of the PTA. They may or may not attend PTA meetings, as they desire. The principals will ask the faculty of their respective schools to elect a teacher representative to attend meetings and act as liaisons between the Association and their respective schools.

## *ARTICLE VI. ELECTIONS*

### Section 1.

Annual elections shall be preferably at the *end of the school year*. *The new PTA committee members will be presented at the first general PTA meeting of the new school year and be approved of.*

### Section 2.

The office of President, and other offices on the PTA Executive Committee, shall be filled as much as possible by second-year PTA members, prior to an open election for the remaining offices. A majority vote will be required by the PTA for these positions.

### Section 3.

Through the best efforts of the Committee, candidates for open positions on the PTA Board shall be selected by:

- a) Regions (North America, Europe, Southeast Asia and Near East, and Southern hemisphere/Oceania) or according to the demographics of the student populations; and
- b) A percentage relative to the number of students in the Elementary, Middle, and High Schools.

### Section 4.

The sequence of the election will be as follows: n.a.

## *ARTICLE VII. MEETINGS*

### Section 1.

Each PTA meeting is considered a General Meeting, all parents and teachers are invited and encouraged to attend monthly PTA meetings. At least one General All Purpose meeting is to be conducted each school year.

## Section 2.

Others. There may be all school information sessions, separate elementary, middle, and high school information sessions, and grade-level information sessions to facilitate the purpose of the Association.

Preferably meetings of the sub committees and the Parents Forum are held prior to the PTA meeting in order to provide a consolidated input.

## *ARTICLE VIII. PROCEDURES*

Robert's Rules of Order shall be the parliamentary authority (??) for all matters of procedure not specifically covered in this Constitution.

*Robert's Rules see: <http://www.robertsrules.org/>*

## *ARTICLE IX. FINANCE*

### Section 1.

The PTA financial year will be Sept 1 – Aug 31 to coincide with the school budgeting year.

### Section 2.

Funds shall be derived from fund-raising efforts, donations and/or gifts.

### Section 3.

#### Budget

a. The PTA budgeting process for each school year will coincide with the school's planned activities. The budget for each new school year will be completed and approved in collaboration by the outgoing/incoming committee at the transitional meeting each June. This will allow for funds to be made available to projects and PTA events prior to the start of the new school year.

b. If the PTA has no designated incoming executive officers (President and Treasurer), the outgoing officers will prepare and complete the budget for the coming school year. This will provide consistency and insure that a budget is ready for the coming school year.

The PTA budget is approved by the executive committee of the PTA.

### Section 4.

#### Disbursements

a) Disbursements are to be made for budgeted and agreed purposes only.

b) PTA members may not make commitments for the expenditure of PTA funds for any purpose that has not been expressly approved by the PTA committee, either during the budget process or as an additional appropriation.

c) The Treasurer or President of the PTA, acting on behalf of the PTA, shall cosign all disbursements with one other member of the PTA EC.

*ARTICLE X. BY-LAWS*

The PTA Executive Committee may adopt such By-Laws as it deems necessary and may amend them or set them aside by a majority vote of the Executive Committee, providing no such By-Law contravenes this constitution. Any such By-Laws may be amended or set aside by the majority vote of the PTA Executive Committee.

*ARTICLE XI. AMENDMENTS*

The Constitution may be amended by two-thirds vote of the members present at any general meeting, provided any such amendment has been submitted by the Secretary in writing to the association, at least two weeks prior to the meeting.

*ARTICLE XII. DISSOLUTION*

If the PTA is dissolved, any assets or holdings will be distributed by the PTA Executive Committee for the benefit of the HIS student body.

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