



الأكاديمية الدولية - عمان  
THE INTERNATIONAL ACADEMY - AMMAN

## **Appendix 21** **PARENT TEACHER ASSOCIATION**

### **CONSTITUTION:**

#### **1. NAME**

The name of the Association shall be the International Academy-Amman Parent Teacher Association (PTA).

#### **2. OBJECTIVE**

The objective of the PTA is to serve as a forum for the exchange of ideas to advance the education and the students' all-round development while keeping in line with the strategic mission of the school. This will be accomplished by:

A. Extending relationships between the staff, parents, and other stakeholders associated with IAA with the goal of expanding the sense of school spirit/community.

B. Creating and engaging in school activities/events which support IAA both financially and practically. Such activities shall always be subject to the approval of the Director of IAA. Examples of these activities (but not limited to) are:

- ❖ generating/circulating Class Mom List
- ❖ creating Volunteer Programme (as needed by the school)
- ❖ organizing annual Book Fair
- ❖ organizing Bake Sales
- ❖ organizing annual Fun/Open Day
- ❖ facilitating school uniform sale
- ❖ organizing annual Winter Bazaar

C. Ensuring positive community relations by establishing a forum for discussion of school related issues.

#### **3. BASIC POLICIES**

The following are basic policies of IAA's PTA:

- The PTA shall be non-commercial, non-sectarian, and non-partisan nor gender focused.



- The name of the PTA, or the names of any members in their official capacities, shall not be used in connection with any commercial concern or with any partisan interest or for purposes not related to the promotion of the PTA's objectives.
- The PTA may co-operate with other organisations and agencies concerned with child welfare, but a PTA representative shall make no commitments binding the group he/she represents.
- The PTA may not contravene any policy or decision of IAA's Director or Board of Directors.
- The PTA members should not be involved or interfere in the administration or governance of IAA.
- Channels of command will go through the proper channels as stated in the IAA policy no. (8.50 attached) and through the Director.
- The PTA Chairperson cannot serve on the IAA Board of Directors.
- The PTA Executive Committee will submit an annual Action Plan each August for the BOD through the Director for approval.
- The PTA Executive Committee will submit an annual report containing the highlights of the year's events/activities, including financials, by April 30<sup>th</sup> for the BOD through the Director.
- The PTA shall not be used or act as a lobby group for personal agendas or against IAA Administration, Faculty and Staff.
- The PTA shall not be used as a forum to evaluate teachers, curriculum or any academic related issues.
- All PTA events should be held on the IAA campus and under the auspices of the PTA.
- Any activity organized or under the auspice of the PTA should not have any financial burden on IAA.



- Should candidates nominated for a position on the PTA Executive Committee decide to run a campaign, candidates must ensure their campaigning does not disrupt any teaching/learning taking place during the school day as well as ensure no physical damage is done to any IAA property.

#### 4. MEMBERSHIP IN GENERAL ASSEMBLY

Parents/Legal Guardians of all IAA students and all IAA teachers are automatically members of the PTA. No fees shall be levied for membership.

#### 5. EXECUTIVE COMMITTEE

##### A. Executive Committee Membership

- The management and control of the PTA shall be vested in an elected/appointed Executive Committee, which shall consist of no more than 12 persons in total.
- The PTA Executive Committee members shall be elected at the Annual General Meeting (AGM). The term of service for Executive Committee members is one year and will lapse automatically at the following AGM when the new Executive Committee shall be elected.
- In the interest of continuity, candidates for election will be encouraged to serve more than 1 year, but no more than a maximum of 3 years.
- Only one parent per family can serve on the Executive Committee at the same time.
- Seven elected parents are required to fill up the following positions of the PTA Executive Committee. Immediately after elections for the Executive Committee, committee members will meet to determine who will fill these specific roles:

❖ <u>Chairperson</u>	Shall be a parent who is not an employee of IAA
❖ <u>Vice Chairperson</u>	Shall be a parent who is not an employee of IAA
❖ <u>Treasurer</u>	Shall be a parent who is not an employee of IAA
❖ <u>Secretary</u>	Shall be a parent who is not an employee of IAA
❖ <u>3 Executive Members</u>	Shall be parents who are not employees of IAA



- The seven elected parents serving on the Executive Committee should be distributed as follows:
  - ❖ 3 parents elected from the Primary School
  - ❖ 3 from the Middle Years
  - ❖ 1 from the IB Diploma Years
- Six IAA Teachers/Administrators to be appointed to the Executive Committee by the IAA Director as follows:
  - ❖ 2 representatives from the Primary School
  - ❖ 1 representative from the Middle Years Programme
  - ❖ Deputy Principal of Primary School
  - ❖ Head of the Middle Years Programme
  - ❖ Representative of the Director's Office

#### **B. Vacancies and Replacement**

- If any elected member is absent from the PTA Executive Committee regular meeting for more than three times without a proper excuse, the Executive Committee has the right to replace him/her.
- If any member of the Executive Committee determines he/she is unable to perform the duties required and must terminate their term of service, they must offer their official resignation in written format to the Executive Committee.
- Vacancies on the Committee may be filled by the Committee by appointment from the original nominated candidate list. Replacements shall serve only the remaining time that the original committee member would have served.

#### **C. Election of Executive Committee Members**

- Those members elected or appointed to the Executive Committee of the PTA should be such that the interests of the school community at large are represented (as much as possible – gender, age, nationality, etc.)
- Whenever possible, members shall have some prior knowledge and experience of Parent Teacher Associations.



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- Candidates for election are expected to complete a nomination form (that will be provided by IAA) which will state their experience and desire for holding the position.
- The Executive Committee will be elected by a ballot (ballot to be provided by IAA) of all eligible parents and guardians. Each parent and guardian has one vote.
- PTA shall nominate a parent/supporting member, but no more than (2) individuals, to organise and oversee the election procedures. The overseers shall not be a member of the Executive Committee.
- The election process shall be finalised no later than 30<sup>th</sup> April to provide adequate time for an effective handover/transition in May for any leaving member(s). This, in turn, will allow for the new Executive Committee member(s) to be in place by June. Elections must take place during an Open Meeting with minimum 25 attendees (quorum).
- Executive Committee members of the PTA cannot hold a leadership position in the International Academy-Amman Volunteer organisation IAAV (such as on the Steering Committee, Grade Captain or Class Champion).

#### **D. Role Responsibilities**

- The Chairperson shall be responsible for chairing all regular executive and open meetings. In the absence of the Chairperson, the Vice Chairperson shall chair the meeting.
- The Chairperson is responsible for presenting both the annual Action Plan for the upcoming year (by August) and the end of year report highlighting the year's activities and financials (by 30<sup>th</sup> April) to the Director.
- The Chairperson shall ensure that the PTA holds an open meeting at least three times throughout the academic year.
- The Vice Chair shall assist the Chairperson as above and assume his/her responsibilities in the event the office of Chairperson is vacated.
- The Secretary shall conduct the correspondence of the PTA and shall be responsible for keeping accurate minutes of all PTA meetings, including meetings of the Executive Committee.



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- The Treasurer shall keep careful accounts of the PTA funds and submit a report at each PTA meeting. He/She will also present a projected budget for the coming year at the Annual General Meeting and shall indicate projects that have been forwarded for consideration for PTA funding.

#### **E. Quorum**

Seven members of the Executive Committee, which must include at least two Committee Executives and a teacher/administrator representative, shall constitute a quorum.

#### **F. Committee Meetings**

All meetings should be held at IAA. The Committee shall normally meet once each month during the academic year at such times and specific room decided by them.

#### **G. Sub-Committees**

The Committees shall be empowered to appoint subcommittees with prescribed functions upon the approval of the Director.

### **6. GENERAL ASSEMBLY MEETINGS**

#### **A. The Annual General Meeting (AGM)**

The AGM of the Association shall be held once each year either at the end of an academic year, or as soon as possible following the commencement of a new academic year. At the AGM the chair shall be taken by the Committee Chairman or, in his/her absence, by the Vice Chairman, or by an invited Committee member. A minimum of 10 days notice shall be given prior to the holding of the AGM. Twenty-five persons shall constitute a quorum for the purpose of the AGM of the Association.

#### **B. Extraordinary General Meeting (EGM)**

An Extraordinary General Meeting shall be convened at the written request to the Chairman, of 25 members of the PTA general assembly, or following a majority vote by the Committee calling for an EGM. Such a meeting shall be held within thirty days of receipt of the written request, or within the same period of the Committee vote. The agenda and motions to be put before the



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EGM shall be circulated to all members beforehand, and a minimum of seven days notice shall be given to all members.

### **C. Open Meetings**

The Chairperson of the Executive Committee shall hold a minimum of three (3) open meetings where all parents/guardians and teachers are invited to attend. The AGM can be counted as one of the open meetings. Elections must take place during an Open Meeting with minimum 25 attendees (quorum).

## **7. AMMENDMENTS TO THE CONSTITUTION**

No alteration to this constitution shall be proposed or adopted by the members except at an AGM or an EGM and with the prior written approval of the IAA Board of Directors.

Alterations to this constitution shall be proposed and adopted by the members upon written request of IAA's Board of Directors in order to ensure that at all times the respective texts of this constitution and the constitution of the IAA are and remain the same.

## **8. FINANCE**

### **Status**

The Association is a non-profit making body and all funds raised or held by the PTA are solely used for meeting the objectives of the Association. All committee members and appointed or elected officials act in an honorary capacity, and no member of the PTA shall receive any remuneration, or other than refund of previously-authorized expenditures.

## **9. ACCOUNTING**

The Treasurer shall keep an account of all income and expenditure, and shall submit accounts, duly audited, at the AGM. He/she shall similarly submit an up-to-date resume of the accounts at each Committee meeting in the form of a Treasurer's Report. All funds belonging to the PTA shall be kept in authorised IAA bank accounts in the name of the PTA. IAA will select a local bank with close proximity to the IAA



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campus. Any withdrawals/transactions shall be in the name of the Association on the signature of:

- Director of IAA
- Chairperson of the PTA
- Treasurer of the PTA

## 10. AUTHORISATION OF EXPENDITURE

The Activities and Fund Raising committee shall be authorised to make suitable and reasonable expenditure for the necessary arrangement of any function for which they are reasonable and justifiable. Advances from the Reserve Fund, grants from the General Fund, and payments from any Specific Fund are to be made only by majority vote in Committee.

## 11. AUDIT

An honorary auditor who is not a member of the Executive Committee shall be appointed to audit the accounts annually and to submit a report prior to the AGM.

## 12. INVESTMENTS

The Executive Committee is authorised to deposit monies belonging to the PTA only in Jordanian Dinars Banks Deposit Accounts and Current Accounts. The PTA shall not make any other form of investment.

## 13. FUNDS

### A. Reserve Fund

The PTA shall endeavor to maintain a reserve fund of JD 2000 for use in support of occasional events and special projects on the IAA Calendar.

### B. General Fund

The PTA shall maintain a 'general-purpose' fund from which grants for financial assistance to IAA's activities may be made. The size and disbursement of General Funds shall be at the discretion of the Executive Committee.





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#### **14. DISSOLUTION OF THE ASSOCIATION**

The Board of Directors has the right at any time to dissolve the PTA Executive Committee if they violate IAA policy constitution. All assets remaining on dissolution of the Association, after satisfying any outstanding debt and liabilities, shall be given to IAA for the benefit of the students within the stated objects of the Association.