

## Parents Teachers Association – PTA

### Bylaws

#### PTA Goals

- 1- To ensure unique academic standards and adequate educational environment in the school.
- 2- To contribute in achieving the educational goals of the school.
- 3- To develop and organize constructive relations between parents, teachers and the administration of the school and the school's Board of Trustees through dialogue, research and activities.
- 4- To develop the interaction between the parents and the teachers.
- 5- To support the school through helping in developing the facilities and securing needed equipment including safety provision for the school. This may include developing relations between the school and public authorities to facilitate project implementation.
- 6- To cooperate with specialized institutions in providing professional training for teachers, helping the parents in dealing with their children, and organizing extra academic help for the students in coordination with the school administration.
- 7- To help the school in fundraising and help it in diversifying its revenues to help support its operational and development programs.
- 8- To contribute in developing the academic programs and the extracurricular activities in the school.
- 9- To contribute in developing the discipline policies including those relating to the school uniform and other academic rules in the school.
- 10- To help the school in applying the discipline policies and ensuring students' compliance with rules and regulations.
- 11- To work on developing the parents' contribution towards achieving school objectives through various means including ensuring parent representation in the school Board of Trustees. <sup>1</sup>

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<sup>1</sup> The following was agreed with the serving PTA in September 2015:

### **Authorities of the PTA**

- 1- The PTA has a moral authority and not a legislative or an executive one which is based on dialogue with the school administration.
- 2- The PTA is committed to working according to the goals set forth in the Bylaws. It is also committed to ensuring confidentiality with its relations limited to the school principals and Head of School.
- 3- The PTA is authorized to contact the school's Board of Trustees only in the event that the administration refused to cooperate with the PTA.
- 4- The PTA can discuss and follow-up on all its concerns regarding the school only with the school administration.
- 5- PTA members have no right in entering the school's facilities, buildings or classrooms and/or approaching individual teachers. Nor do the PTA members have the authority to exercise professional academic inspections.
- 6- The PTA has the right to form technical committees to help it in achieving its goals, as detailed in the Bylaws.
- 7- The PTA has the right to receive donations to fund its activities. Funds collected will be spent on the intended activities. The PTA is to maintain a financial system which should be legally audited. In the event that the PTA was dismantled, all funds collected will be deposited with the school and kept for the next PTA membership.
- 8- The PTA has the right to appoint an advisory committee to help it achieve its goals.

### **PTA Formation and Elections**

- 1- The PTA consists of 11 members, 4 parents from each campus, one parent from either campus, and one teacher from each campus elected by the teacher body in each campus separately.
- 2- The outgoing PTA forms a preparatory committee to prepare for the elections on the new PTA. The members of this committee will supervise and monitor the election process and will not be allowed to nominate themselves. Elections will be carried out through a secret ballot system.

**Implementation Procedures to Article (11) of PTA Bylaws.** To fill the vacant position of a PTA parent nominee on the Board of Trustees (BOT), the PTA will forward three (3) candidates for consideration by the BOT. Candidates will not be PTA members. The BOT will select one of the three candidates and send the nominee to FUM for final approval. The PTA-nominated parent will serve according to the BOT Constitution By-Laws and will therefore not hold a parent representation role since all BOT members serve in their personal capacity and do not represent a particular body. Only when the particular Board member completes his/her term or is for some reason or the other (such as not being a school parent any more) no longer serving on the board, will the PTA be asked to nominate an alternate candidate of background and expertise required to the BOT. Therefore not every newly elected PTA will be asked to nominate a candidate.

- 3- Every parent (mother and father) or guardian has the right to participate in the elections. The election's date should be announced to all parents (general assembly) two weeks ahead of time. Elections will take place if more than half the school parents were present. If this was not the case, the elections will be postponed by one week and conducted then, regardless of the numbers present.
- 4- The PTA membership duration is two years. If any number of PTA members withdraw their membership during these two years, they will be replaced by the nominees who have received the next highest votes.
- 5- The PTA will hold meetings at least once a month and will call for general assembly meeting at least twice a year. The PTA could hold an emergency general assembly meeting upon the request of the parent of one hundred or more students.
- 6- PTA membership is canceled as a result of a member's resignation, death, immigration, withdrawal of the children from school, or being absent for three successive meetings with no acceptable reasons.
- 7- The PTA will designate positions through voting during the first PTA meeting. The positions are: Clerk, deputy clerk, treasurer and secretary.

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*\* Approved by the Ramallah Friends School Board of Trustees.*