



## **Parent Teacher Association Constitution**

The purpose of this regulation is to clarify the Parent Teacher Association (PTA), its function, role, authority and responsibilities.

This regulation takes into consideration the Turkish Ministry of Education regulations regarding Parent Teacher Associations.

### **AIMS OF THE ASSOCIATION**

- Foster positive relationships between the school and families pertaining to the well-being of the school community (students, parents, staff and faculty)
- To afford the study and discussion of all matters relating to the welfare of the children and to support and enrich teaching and learning experiences, recognizing that the Head of School is the responsible authority in the school.
- Organise fund-raising activities to support the resources of officially recognized not for profit organisations, charities and schools who are in need.

### **The duties and responsibilities of the PTA are:**

- Communicate and cooperate to support the plans of the school community in order to increase the quality of education and success of the students
- To support the plans of the school to increase the quality of education and success of the students
- To participate in the organization of activities in the areas of music, theatre, sports, art, field trips and fairs etc.
- To purchase only goods or services to support officially recognized not for profit organisations, charities and schools within the framework of community service projects
- To participate and support celebratory days in the school

### **There are three main units that make up the PTA:**

1. General Committee
2. Executive Board
3. Auditing Committee

### **MEMBERSHIP OF THE ASSOCIATION:**

- Parents and guardians of students attending MEF International School
- Members of the faculty of MEF International School

### **GENERAL COMMITTEE**

1. The General Committee is made up of the school administrators, teachers, and parents of the school. The General Committee will meet every academic year before the end of September. The first General Committee will be invited by the Executive Board.
2. Attendance at the General Committee must be four times that of the number of members who will sit on the Executive Board. If there are not enough members present at the General meeting, then another meeting will be called within 30 days, and voting will take place, at which time a number of members present will not be a factor for voting.
3. The General Committee meeting place, purpose of the meeting, date and time will be notified 15 days in advance, and will be included on the school website, and PTA noticeboard.
4. Members of the student council are able to participate at the General Committee as an observer.

#### **During the General Committee meeting:**

1. All participants will sign their attendance. All participants, parents and teachers of MEF International School have the right to vote at the General Committee meeting.
2. The meeting will be started by the previous year's Executive Board President. The previous year's Executive Board and Auditing Committee's reports will be presented to the General Committee.
3. Through a show of hands the participants will choose a General Committee Chair to run the meeting, and a keeper of minutes for the meeting. These participants must not be running for election to the Executive Board or auditing committee. If a chair cannot be selected, the Head of School will run the meeting.
4. At the end of the meeting, all PTA documentation, notebooks and budget will be presented to the new Executive Board.
5. Members who would like to be part of the Executive Board or Auditing Committee will be listed and voted on.
6. Two teachers (chosen by their peers at a staff meeting) and one parent (chosen by the General Committee) will make up the Auditing Committee.
7. Up to 10 parents will be chosen for the Executive Board. If there are more than 10 nominations for the Executive Board a secret ballot will be held to determine the members of the Board. Each participant will indicate their top 3 choices for composition of the Executive Board. The parent with the most votes will be named President and the members declared.
8. If there are less than 10 parents for the Executive Board, they will be voted in with a show of hands by the participants present at the General Committee meeting. Nominations or

self-nominations for the position of President will be taken. If there is more than one person for this role, a secret ballot will be conducted to determine the Executive Board President.

9. The previous year's PTA budget will be presented and handed-over to the new Executive Board in the presence of the General Committee Chair. A report will be presented to the new Executive Board and School Administration for any spending from the previous year's budget that cannot be accounted for.

**EXECUTIVE BOARD:**

1. All members will serve for a full academic year and retire at the General Committee Meeting in the beginning of the next academic year.
2. The Executive Board shall be comprised of:
  - a. The Head of School, Primary School Principal, Secondary School Principal, Primary School Deputy Principal, Secondary School Deputy Principal (total of 3 votes)
  - b. One Primary School teacher representative, one Secondary School teacher representative (total of 2 votes). The teacher representatives will be chosen by the teacher faculty.
  - c. Up to ten parents elected at the General Committee meeting, with at least one parent representative from the primary, and one from the secondary school. (each member with the right to 1 vote)
  - d. Representatives from the Student Council can be invited to Executive Board meetings if appropriate or relevant. The student will not have voting rights.
3. All members of the Executive Board will meet within two weeks of the General Committee meeting, and assign the roles of the members.
  - a. Deputy President
  - b. Secretary
  - c. Treasurer
  - d. Communications Officer
  - e. Charity Officer
  - f. Room Parent Coordinator
4. If a member leaves the Executive Board during a session, the Board will appoint a replacement from its existing members. Parent members may serve as part of the PTA for a total of 3 years only
5. If there are less than 10 parent Committee members elected at the General Committee meeting, the Executive Board will have the authority to fill the vacancies from the parent body. Any new members to the Executive Board will be voted into membership at the first Executive Board meeting they attend.
6. Student representatives from Primary and/or Secondary may be invited to a meeting for their input by the President in cooperation with school administration.

### **The role, rights and responsibilities of the Executive Board:**

1. The Executive Board works for the PTA, all decisions taken are planned and carried out with the cooperation and collaboration of the school administration.
2. There must be a total of 6 members present at any meeting in order to make a decision; two of these should be school faculty members.
3. Meeting must be held once per month, but can be held more frequently as needed.
4. The agenda must be shared electronically at least 7 days prior to the any meeting and distributed to all members by the President of the Executive Board.
5. If the President is not at a meeting, the Deputy President will act in his/her place.
6. The Treasurer will keep track of all incoming and outgoing funds. Once a semester the incoming and outgoing funds of the PTA will be published on the PTA noticeboard and school website.
7. The secretary will keep a track of all minutes and decisions taken by the PTA and share the meeting minutes with all members of the Executive Board within 7 days. After the Executive Board approves the minutes, they will be posted on the school portal. All minutes will be filed in an official Ministry notebook and signed off by all committee members present.
8. All communications with outside agencies or to the school community, budgetary spending and tasks will be made in coordination with the Head of School and Principals.
9. The charities that the Executive Board works with must be official, legal charities and in line with the Ministry of Education regulations and approvals. The Head of School must approve the list of charities that the Executive Board wishes to work with and any changes that wish to be made must be voted on at the Executive Board meetings and then approved by the Head of School.
10. If an Executive Board member has an unexcused absence for more than 3 meetings then his/her membership is revoked.
11. In all meetings:
  - a. Meetings are planned and conducted by the President
  - b. The meeting will be opened
  - c. Attendance will be taken in the form of a sign-on sheet, regrets will be given for members who could not attend
  - d. Minutes of previous meeting will be read and accepted as true and accurate
  - e. Correspondence will be discussed
  - f. The financial report will be read
  - g. Agenda items will be read and discussed
  - h. Action to be taken for the next meeting will be decided upon
  - i. The meeting will be closed

### **Auditing Committee role, rights and responsibilities:**

1. The auditing committee is made up of one parent, and two teachers. Two weeks after the General Committee, their first meeting will be held, and they will choose a Chair for the committee.
2. All members will serve for a full academic year and retire at the General Committee Meeting in the beginning of the next academic year.
3. The auditing committee role is to provide an audit of the PTA budget. The Auditing Committee will meet once at the end of each semester and provide a written report to the Executive Board with an audit of the budget.
4. The final audit will happen in the last week of school and a report will be provided to the Executive Board before the last day of school.
5. The auditing committee will not be a member of the Executive Board and may not attend regular meetings.

### **PTA BUDGET**

1. The PTA may raise funds through social, cultural, sporting events and activities.
2. Parents cannot be forced to make donations for any event or activity or pay for activities or events that are part of the normal course of the school day.
3. All money needs to be deposited in a bank account in the name of MEF International School Parent Teacher Association.
4. All monies raised should be deposited into the PTA's bank account within 5 work days.
5. Withdrawals can be made from the account with the signatures of two parties: the President or the Deputy President if he/she is not available and the Treasurer.
6. All monies spent and received should be documented by official receipts that have serial numbers attached to them. These receipts should have carbon copies and should be stamped using the official school stamp. The receipt numbers and money received or spent should be recorded into the Executive Board minutes and decisions notebook and budget book.
7. All money spending needs to be approved by the majority of the Executive Board. If there is a tied vote the President's vote will decide.
8. The President will provide a written report regarding incoming funds, and the approved Executive Board expenditures at each PTA meeting.
9. The final financial statement and budget of the Association will be closed at the last meeting of the year. The incoming and outgoing funds will be audited twice yearly. A minimum balance of 200USD will be left in the account for the Executive Board for the coming school year.

### **PTA RECORDS**

1. The Executive Board needs to keep the following documents and notebooks in order:
  - a. General Committee Minutes notebook
  - b. Executive Board minutes and decisions notebook
  - c. Budget book, showing incoming and outgoing funds

d. Folder showing spending and receipts

**OTHER NOTES**

The PTA may not participate in activities that go against the regulations of the Ministry of Education or the laws of the Republic of Turkey.

The PTA may not participate for political or personal agendas in the name of the school.

The PTA is a voluntary service, and is not rewarded in salary or payment.

The Head of School and Principals are responsible to make sure that the General Committee meets within the specified time frame and the regulations are adhered to.

The Head of School and Principals will notify in writing the President of any problems in relation to the functioning of the PTA and the following of the regulations.

No alteration or addition can be made to the constitution except at a General Committee meeting convened for this purpose. Proposed changes shall be specified in the notice calling the meeting and be approved by the majority of the number present.

**Adopted October 1<sup>st</sup>, 2014**