



PARENT TEACHER ORGANIZATION (PTO)

BYLAWS 2.0

(Revised June 2019)

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ARTICLE I: NAME AND OBJECTIVES

SECTION 1: NAME

1. The name of this organization is the Parent-Teacher Organization of The International School of Port of Spain, hereafter to be known as the "PTO"; a local self-governing unit established in December 1994.

SECTION 2: OBJECTIVES

1. To bring into closer relationship the home (parent/guardians) and the school (faculty/administration/staff), that they may co-operate to the fullest extent in the holistic education of our youth.
2. To promote communication.
3. To develop good fellowship and friendships within the school environment.
4. To advance the ideals of international understanding and goodwill.
5. To emphasize the dignity of all nationalities and cultures.
6. To be non-sectarian, and non-partisan.
7. To be non-profit making and use any funds raised equitably and in support of the objectives stated above.

ARTICLE II: DEFINITION OF TERMS

1. Alternate Parent Directors - these individuals are members of the PTO who have been nominated through an election held at the Annual General Meeting by the PTO Members and are appointed by the Shareholder Directors. Their purpose is to serve as part of the ISPS School Board of Directors in the absence of a Parent Director as representatives of ISPS families.

2. Articles of Association - the set of regulations by which the International School of Port of Spain is governed. All activities that are conducted on the school's behalf must respect these principles.
3. ISPS - The International School of Port of Spain.
4. ISPS Policies - a general set of rules and policies available to all current ISPS families.
5. Members - consist of General Members and Honorary Members of the PTO as designated in Article III.
6. Minutes - a written record of what occurred at either the PTO Executive Meeting or PTO Membership Meeting.
7. Nomination/Election Committee - a committee of at least three (3) PTO Members and/or Honorary Members as selected by the PTO Executive. This committee nominates individuals to serve as PTO Officers, to stand for election to become a nominee for Parent Directors and Alternate Parent Directors. Furthermore, this group has oversight of the General Election process and announces the final results.
8. Parent Directors - these individuals of the ISPS School Board of Directors are members of the PTO that have been nominated by the PTO and appointed by the Shareholders Directors. Their purpose is to serve as part of the ISPS School Board of Directors as representatives of ISPS families.
9. Parent Class Representatives - Parent Volunteers who work with a particular class and help organize a variety of class activities.
10. PTO Action Plan - a guide for the year's PTO activities and events which is created by the PTO Executive. The plan includes objectives, a calendar of events, a Financial Plan, and the types of Special and Standing Committees required.
11. PTO Executive - the governing body of the PTO.
12. PTO Executive Meetings - scheduled meetings of the PTO Executive as called by the President and/or designate.
13. PTO Financial Plan - this guide reflects expected income and expenses based on the PTO Action Plan.

14. PTO Membership Meetings - periodic meetings of the PTO membership.
15. PTO Officers - consists of seven individuals nominated and elected by the PTO Members to serve on the PTO Executive for a period of two school years. Positions include: President, First Vice-President, Second Vice-President, Treasurer, Assistant Treasurer, Secretary/Parliamentarian and Assistant Secretary.
16. School Board of Directors - the Director of ISPS (non-voting member), 4 Shareholder Directors, 4 Shareholder Alternate Directors, 3 Parent Directors (maximum) and 3 Alternate Parent Directors (maximum). Their purpose is to preside over the business operations of The International School of Port of Spain.
17. Shareholder Directors/Shareholder Alternate Directors - these Directors of the ISPS School Board that are appointed by their respective corporation or organization (BPTT, the US Embassy, EOG and Shell) to manage the business operations of ISPS.
18. Special Committees - committees created by the PTO Executive for specific short-term tasks.
19. Standing Committees - committees created by the PTO Executive for assignments that last the whole school year.
20. Roberts' Rules - a widely accepted method of conducting meetings.

ARTICLE III: MEMBERS AND MEMBERSHIP RIGHTS

SECTION 1: MEMBERSHIP OF THE PTO

1. General Members - All parents and legal guardians of current students as well as current ISPS faculty and staff.
2. Honorary Members - All parents and/or legal guardians of ISPS former students, whose primary residence is in the Republic of Trinidad & Tobago, shall have the right to participate in the organization.
3. Membership will be available to all people regardless of race, color, creed, national origin or gender.

SECTION 2: MEMBERSHIP RIGHTS

1. Honorary and General Members shall be welcomed at any official PTO Executive Meeting, PTO Membership Meeting and at any PTO sponsored event.
2. Only General Members are entitled to vote on specific issues covered at the Membership Meetings.
3. Honorary and General Members are welcomed and encouraged to volunteer their services on Standing Committees, Special Committees, and at any PTO sponsored activity or event.

ARTICLE IV: ELECTIONS

SECTION 1: TIMING AND PURPOSE

1. The PTO General Election shall occur no later than May 15th at the PTO Annual General Meeting. The purpose of the General Election will be to elect PTO Officers and nominate Parent Directors and Alternate Parent Directors as required.

SECTION 2: TERMS

1. The term for each PTO elected office begins on the day that marks the end of the current school year and continues for a period of two years (unless conducted by special election).
2. The term for each Parent Director/Alternate Parent Director begins on the day that marks the end of the current school year and continues for two years (unless conducted by Special Election).
3. Should an Alternate Parent Director run for election as a nominee for Parent Director, s/he will not forfeit the Alternate Parent Director position unless elected as a nominated Parent Director.
4. Both PTO Officers and Parent Director/Alternate Parent Directors may choose to apply for additional terms but will be subjected to nomination and election guidelines.

SECTION 3: SPECIAL ELECTIONS

1. Special Elections may be conducted to fill mid-term vacancies. The term for such positions will end according to the original timeline for that position.

ARTICLE V: NOMINATIONS

SECTION 1: NOMINATING COMMITTEE

1. The PTO Executive shall appoint a Nominating Committee consisting of the PTO President and up to three (3) PTO Members, notwithstanding that no person running for office shall serve on the committee.
2. The Nominating Committee must place an advertisement in the ISPS Newsletter at least twice prior to a set deadline requesting that interested candidates apply to the Nomination Committee Chairperson.
3. The Chairperson of the Nomination Committee should seek guidance from the Director of ISPS during the nomination process. Importance should be placed on continuity and institutional memory when seeking candidates for positions.
4. The Nominating Committee shall also seek out qualified candidates to encourage individuals to consider applying for a position.

SECTION 2: NOMINATING GUIDELINES FOR THE PTO EXECUTIVE

1. No two family members may run or serve simultaneously on the PTO Executive.
2. No individual may hold more than one office (PTO Officer, Parent Director, or Alternate Parent Director) at one time.
3. No PTO Officer shall be allowed to run or serve in the same office for more than two terms/4 consecutive years. Service of one-half year (5 months or more) shall constitute a full year.
4. All PTO Officer Candidates must be PTO General Members.
5. Prospective candidates must submit a "Willingness to Serve" letter to the Nomination Committee. This letter should include a synopsis of their credentials and activities reflecting their relevant experience.
6. Nominations must be made in advance of the Membership Meeting. No nominations will be accepted from the floor during the General Election.

7. Anyone previously dismissed from an elected position may not be a candidate as a Parent Director, Alternate Parent Director, PTO Officer, Chairperson of a Standing Committee, or Chairperson of a Special Committee for a period of 5 years.

SECTION 3: NOMINATING GUIDELINES FOR PARENT DIRECTORS/ALTERNATE PARENT DIRECTORS

1. No two family members may run or serve simultaneously on the Board of Directors (as Shareholder Directors, Parent Directors, or Alternates).
2. No individual may hold more than one office (PTO Officer, Parent Director, or Alternate Parent Director) at one time.
3. Parent Directors and Alternate Parent Directors candidates must be a parent/legal guardian of a current ISPS student. If during the term of office, a Parent Director or Alternate Parent Director ceases to have a child as a student or ceases to be a Parent, the remainder of the term of office may be completed, however the office must be thereafter vacated.
4. Nominations must be presented and approved by the Shareholder Directors following to the General Election. Shareholder Directors have the authority to refuse a Parent Director/Alternate Parent Director nominee and appoint another person for the open position.
5. Prospective candidates must submit a "Willingness to Serve" letter to the Nomination Committee. This letter should include a synopsis of their credentials and activities reflecting their relevant experience.
6. Anyone previously dismissed from an elected PTO position may not be considered as a candidate for Parent Director or Alternate Parent Director.

ARTICLE VI: THE ELECTION PROCESS

SECTION 1: ELECTION COMMITTEE

1. The Election Committee shall consist of the Nominating Committee members as well as additional volunteers as needed to ensure a fair, and well administered process.
2. If the current PTO President is running for another term, or a different position, they must reclude themselves from the Election Committee.
3. The responsibilities of the Election Committee shall be to create the ballot, count all ballots, and to announce the winners of the General Election.

SECTION 2: VOTING

1. The Election Process will only be activated if there is an over subscription of candidates for positions.
2. Notice of all candidates shall be placed in the ISPS newsletter two weeks before the PTO Membership Meeting.
3. Vote is by secret ballot and will only be distributed at the PTO Membership Meeting. One ballot shall be cast per PTO Member.
4. The outcome of the General Election shall be recorded in the PTO Minutes, particularly the following:
 - a) Names of the Newly Elected PTO Officers
 - b) Names of the elected nominees as Parent Directors and Alternate Parent nominees
 - c) Total number of ballots cast
5. The results of the election and associated documentation shall be retained by ISPS Administration for a period of not less than 1 year.

6. **Voting Process:**

- a) Each voter will receive one ballot with names of the willing candidates. Voters will indicate their choice(s) via a check mark: '✓' The number of choices should correspond to the number of positions available. Ballots that do not correspond with Ballot instructions will be rejected.
- b) If there are the same number of candidates as there are positions available, then the candidates may agree before-hand to offer themselves as either Parent Director or Alternate Parent Director.
- c) In every other instance, the candidate(s) with the most votes will become the Parent Director(s). If there are also Alternate Parent Director positions available, the candidate(s) with the fewer votes will be assigned to these vacancies.

6. **Sample Ballot:**

PTO ELECTION BALLOT

CANDIDATE	PLEASE SELECT 3 CANDIDATES ✓
Candidate #1	
Candidate #2	
Candidate #3	
Candidate #4	
Candidate #5	

ARTICLE VII: MID-TERM VACANCIES

SECTION 1: PTO OFFICER VACANCIES

1. Should the office of the President become vacant, duties of the President shall be assumed by the First Vice-President or by the Second Vice-President, if the First Vice-President is unwilling or unable to fill the position.
2. Any PTO Officer position that becomes vacant for whatever reason, with the exception of the President, may be filled by another PTO officer as appointed by the currently serving PTO Executive. Written notice of this appointment shall be given to the PTO Members.

SECTION 2: PARENT DIRECTOR VACANCIES

1. Should a Parent Director position become vacant during the school year, the Board of Directors shall have power to appoint any person being a Parent as a Parent Director or as an alternate for a Parent Director to fill such vacancy until a successor is duly nominated by the PTO and appointed by the Board of Directors.

SECTION 3: ELECTED POSITIONS WITHOUT ALTERNATES

1. If a vacancy should occur for which no elected alternates exist, the PTO Executive shall seek to nominate a replacement as soon as possible.
2. The Nomination Process and Guidelines (as listed in under Article V) should be followed.
3. A Special Election is required only if there is an over subscription of candidates for the position(s).

ARTICLE VIII: THE PTO EXECUTIVE

The PTO Executive shall be made up of the seven (7) elected officers plus up to 3 ordinary members of the PTO who may be elected or appointed by the officers of the Executive for terms not exceeding 2 years.

SECTION 1: PTO OFFICERS

1. The First Vice-President, the Second Vice-President, the Treasurer and the Secretary/Parliamentarian are all voting members of the PTO Executive. The President is a non-voting member, except in the event of a tie, when the President will cast the tie-breaking vote.
2. The Director of ISPS, or his/her appointed representative, shall be a non-voting member of the PTO Executive. The Director must be kept informed of all PTO Executive Meetings and Membership Meetings and has the right to attend all proceedings.

SECTION 2: GENERAL RESPONSIBILITIES OF PTO OFFICERS

1. Adhere to the principles within all ISPS Policies and Procedures, as well as the ISPS PTO Bylaws, for all proceedings conducted on behalf of the PTO.
2. Create a general PTO Action Plan for the upcoming school year. Include as part of the plan objectives for the year, a Financial Plan, a calendar of events and the types of Standing and Special Committees required to carry out objectives. This plan must have prior approval from the Director of ISPS and/or the Director's designate.
3. At least one PTO Executive Member must serve on all Standing or Special Committees; but not necessarily chair the committee. These assignments should be reflected in the PTO Action Plan.
4. The PTO Executive must present the PTO Action Plan at the first PTO Membership Meeting in September.
5. Regularly attend and participate in Executive and Membership Meetings.

Members of the PTO Executive must advise the President ahead of time when he/she is unable to attend a meeting.

6. Consider and vote on all matters involving the expenditures of money, donations, or recommendations for adopting resolutions."
7. Voluntarily abstain from voting on any matter in which a direct, or perceived, personal or financial interest may be obtained. Inform the PTO Executive of his/her interest prior to a vote being taken upon the matter.
8. Attend and volunteer at PTO Sponsored Activities and Events. If an Executive Member is not able to attend an activity, efforts should be made to communicate with the event chair, as well as the PTO President, and assist however possible prior to the occasion.
9. Keep a record of materials and correspondence related to the individual position.
10. All documents should be passed on to successors who should then be briefed on job responsibilities before the end of their term.

SECTION 3: PTO EXECUTIVE MEETINGS

1. PTO Executive meetings shall occur on a regular basis, planned and scheduled by the President at least a week in advance.
2. Special meetings of the PTO Executive may be called by the President, Director of ISPS, or the majority of the PTO Executive. At all meetings of the PTO Executive, a majority of the serving members of the Executive shall constitute a quorum. In the case of an emergency when a meeting cannot be called, or a quorum cannot be had, a vote by telephone may be conducted. In such an instance, the matter and the vote should be included in the minutes of the next Executive meeting.
3. PTO Executive Meetings are open to all PTO Members.

ARTICLE IX: PTO OFFICER RESPONSIBILITIES

SECTION 1: PRESIDENT

1. Develop and author the PTO Action Plan with the assistance of the PTO Executive members.
2. Coordinate the work of PTO Executive Members in order that the objectives of the PTO may be achieved. This shall include assuring that Executive Members (which should include the President) are assigned to all Standing and Special Committees.
3. Work with the PTO Executive to recommend Chairpersons for any Standing and Special Committees.
4. Act as an ex officio member of all Standing and Special Committees, ensuring that the objectives of the PTO are being accomplished.
5. Prepare the PTO Executive and Membership Meeting agendas.
6. Preside over all PTO Membership Meetings and PTO Executive Meetings.
7. Approve all PTO correspondence prior to distribution.
8. Co-sign bank checks to pay PTO bills.
9. Ensure that all legal, binding documents are approved by the PTO Executive prior to signing.
10. Perform other duties as may be prescribed in the PTO Bylaws or assigned by the PTO Executive.
11. Update and maintain the PTO email account as well as the PTO section of the ISPS website. This must include assuring the current PTO Bylaws are posted on the ISPS website. The Secretary can assist the President in these duties if necessary.
12. Communicate at appropriate intervals in writing to the PTO Membership. Notify them of upcoming meetings at least two weeks in advance. Relay a synopsis of the PTO's work and other current and relevant issues. This can be done via articles in the ISPS newsletter, the website, memos,

email, or an autonomous PTO newsletter. The Secretary can assist the President in these duties if necessary.

SECTION 2: FIRST VICE-PRESIDENT

1. Act as an aide to the PTO President, working closely to assure the PTO Action Plan objectives are being met.
2. Oversee and coordinate any special programs, presentations, etc. that might take place during Membership Meetings.
3. Collect and review all Standing Committee communication, records and materials prior to the conclusion of their term.
4. Preside over all meetings in the absence of the PTO President.
5. Take over as PTO President should this position become vacant for any reason.
6. Co-sign bank checks to pay PTO bills, if the President is unable to do so.
7. Perform other duties as may be prescribed in the PTO Bylaws or assigned by the PTO Executive.

SECTION 3: SECOND VICE-PRESIDENT

1. Act as volunteer coordinator. Assist with the recruitment and sign-up of volunteers for all Special and Standing Committees.
2. Assemble a scrapbook of PTO Sponsored Events and Activities occurring during the current school year. The scrapbook should include pre-event materials including photos during set-up to reflect how the venue was logistically arranged.
3. Collect and review all Special Committee communication, records and materials following the conclusion of all PTO events and activities. This must take place within 20 days from the date the occasion took place.
4. Take over as PTO President, in the absence of the PTO President, and if

the PTO First Vice-President is unwilling or unable to fill the vacant position.

5. Perform other duties as may be prescribed in the PTO Bylaws or assigned by the PTO Executive.

SECTION 4: TREASURER

1. Prepare a Financial Plan of expected income and expenses based on the proposed PTO Action Plan. The Financial Plan should include comparison figures for those events that are reoccurring from the prior year along with how they were derived (attendance, ticket price, quantities, etc).
2. When developing the Financial Plan, a minimum of \$50,000 TTD must be kept in reserve for the next school year as start-up funds.
3. Coordinate new signature cards for the bank. The President, First Vice-President, Treasurer, Assistant Treasurer, Business Manager and Admissions Director are the only signatories on the account. Co-signers shall not be related by blood or marriage or reside at the same address.
4. Receive all final monies for the PTO. The deposit ticket will be completed and signed by parties acknowledging the amount of income received at the activity/event. (See Article XI for Reporting Procedures). Keep copies of all deposit tickets and receipts as part of permanent records
5. Deposit all monies into an account on behalf of the PTO in a bank approved by the PTO Executive. Make deposits within 5 days of receipt. Retain deposit slips as part of permanent records.
6. Pay all bills as authorized by the PTO Board. Record all disbursements of PTO monies. When paying bills, two signatures must be secured on all checks. Signatories may include two of the following: The PTO Treasurer, PTO Assistant Treasurer, PTO President, PTO First Vice-President, Business Manager or Admissions Director.
7. Maintain current accurate and permanent records of all PTO income and expenditures for the current school year.

8. Retain, on behalf of the PTO, all financial records for the past five (5) years, including the current year.
9. Perform other duties as may be prescribed in the PTO Bylaws or assigned by the PTO Executive
10. The Assistant Treasurer shall assist the Treasurer in his/her duties and responsibilities.

SECTION 5: SECRETARY/PARLIAMENTARIAN

1. Keep and maintain an accurate written record of proceedings (minutes) of all official meetings of the PTO Executive and PTO Membership. Be prepared to refer to these minutes at any PTO Executive or PTO Membership Meeting.
2. Provide written minutes of previous meetings to the appropriate members for their corrections and approval. Once this is done, the minutes will be held on file with the Secretary as a matter of record.
3. Conduct all necessary correspondence of the PTO when requested by the PTO President, the PTO Executive, as well as PTO Standing or Special Committees. This includes letters to the Westmoorings Residents for all PTO Sponsored Activities where an increase of automobile traffic and parking is expected.
4. As approved by the PTO President, update and maintain the PTO email account as well as the PTO section of the ISPS website. This must include assuring the current PTO Bylaws are posted on the ISPS website.
5. As approved by the PTO President, communicate at appropriate intervals in writing to the PTO Membership. Notify them of upcoming meetings at least two weeks in advance. Relay a synopsis of the PTO's work and other current and relevant issues. This can be done via articles in the ISPS newsletter, the website, memos, email, or an autonomous PTO newsletter.
6. Act as PTO Bylaws Committee Chairperson and oversee any revisions to

the Bylaws. (See Article XII for review and amendment requirements.)

7. Perform other duties as may be prescribed in the PTO Bylaws or assigned by the PTO Executive.
8. The Assistant Secretary shall assist the Secretary in his/her duties and responsibilities.

ARTICLE X: PARENT DIRECTOR AND ALTERNATE PARENT DIRECTOR RESPONSIBILITIES

SECTION 1: GENERAL RESPONSIBILITIES OF THE BOARD

1. The Board of Directors is responsible for the broad direction and control of the school. It establishes basic school policies, and major programs.
2. Works to assist the Director of ISPS in the long-term best interests of the school.
3. Delegates to the Director the day-to-day administration and the carrying out of approved policies and programs.
4. Board Members shall not make demands of individual staff members and should not act as if staff members are accountable to the Board in any way.
5. Board Members do not deal with staff performance or class room issues. All such concerns should be reported to the Director of ISPS.

SECTION 2: RESPONSIBILITIES OF PARENT DIRECTORS AND ALTERNATE PARENT DIRECTORS

1. Serve on the ISPS Board of Directors as representatives of the Parents and Guardians of ISPS.
2. Have a solid understanding of the school's goals, objectives, action plans,

programs, as well as policies and procedures.

3. Recognize that the responsibility of the Board of Directors is to set policy and monitor the implementation of all policies of the school.
4. Help channel parent concerns through the properly established patterns within the school.
5. Alert the Director of ISPS of those items that may be an issue in the community.
6. Keep all board discussions and decisions private, and confidential. The Director of ISPS has the sole responsibility of informing parents and staff of all communication when advised by the Board to do so.
7. Parent Directors and Alternate Parent Directors should also attend PTO Membership Meetings whenever possible.
8. Openly support and attend school sponsored activities.
9. Individual Directors should identify and avoid any conflicts of interest during discussions and voting. Board Members should voluntarily abstain from any such situations where a direct, or perceived, personal or financial interest may be obtained.
10. Keep a record of materials and correspondence related to Board of Directors' proceedings. All documents should be passed on to successors.
11. Alternate Parent Directors have the same responsibilities as Parent Directors, though they will only vote on matters if the Parent Director is not present.

**ARTICLE XI: DISMISSAL OF A PTO OFFICER, PARENT
DIRECTOR OR ALTERNATE PARENT DIRECTOR**

SECTION 1: DISMISSAL PROCESS

1. A proposal to dismiss may be presented by any PTO Member, the Board of Directors, or the PTO Executive. The Board of Directors has the authority

- to dismiss a Parent Director or Alternate Parent Director.
2. The proposal to dismiss letter should be addressed to the Director of ISPS outlining the possible grounds as listed below in Section 2.
 3. To dismiss a PTO Officer, a special meeting by the currently elected PTO Executive and Parent Directors must take place. The Director of ISPS will be in attendance at the meeting, though not a voting member. A two-thirds majority vote of the PTO Executive and Parent Directors will determine if a dismissal is warranted.

SECTION 2: POSSIBLE GROUNDS FOR DISMISSAL

1. The following guidelines will be considered when a proposal to dismiss an individual from their position has been made:
 - b) Missing three (3) consecutive PTO Board Meetings or Board of Director Meetings as appropriate.
 - c) Non-performance of duties.
 - d) Misuse or abuse of their office.
 - e) Disregard of the policies and procedures set forth by ISPS, the ISPS Board of Directors, or the PTO Bylaws.

ARTICLE XII: PTO MEMBERSHIP MEETINGS

SECTION 1: OCCURRENCE OF PTO MEMBERSHIP MEETINGS

1. The PTO Executive may use their discretion if and when to have Membership Meetings. However, it is required by these Bylaws that there shall be at least three (3) PTO Membership Meetings per school year. One will be in September and shall have on the agenda approval of the PTO Action Plan. The second will be held in February in order to correspond with the second school term. The third will be held no later than May 15th for the purpose of the General Election.

2. The PTO Executive must notify the PTO Membership of all Membership Meetings at least one full week prior to the scheduled meeting. Notification must be included in the ISPS weekly newsletter at least twice prior to the Membership Meeting. It is further suggested that Email notifications are made.

SECTION 2: PTO MEMBERSHIP MEETING PROCEDURES

The following procedures must take place at all Membership Meetings:

1. A sign-in sheet should be present for all PTO Members to register their attendance.
2. PTO President will call the meeting to order and preside over the agenda.
3. Approval of the minutes of the previous Membership Meeting
4. Committee Reports
5. New PTO Business
6. Any other business
7. Closing Remarks

SECTION 3: VOTING ON ISSUES AT PTO MEMBERSHIP MEETINGS

1. Specific issues requiring a vote of the PTO Members:
 - a) Amendments and Revisions to PTO Bylaws
 - b) Election of PTO Executive Members, Parent Directors, or Alternate Parent nominees (only in the case of many nominations as noted above).
 - c) Any matter deemed of such a nature by the PTO Executive.
2. No quorum will be necessary at properly called Membership Meetings of the PTO. A majority vote of the Members present shall be all that is required to pass any issue, unless otherwise stated in these Bylaws.
3. Voting will be done by secret ballot.

4. All decisions are to be recorded in the meeting minutes.

ARTICLE XIII: STANDING AND SPECIAL COMMITTEES

SECTION 1: GENERAL FUNCTIONS

1. As stated in the PTO Action Plan, Standing and Special Committees may be required to carry out the PTO objectives.
2. Special Committees should be formed by the PTO Executive for specific short-term tasks (i.e. Book Fair, International Day, Meet and Greet Functions etc.) When the work of the Special Committee is complete, the Committee shall automatically be dissolved.
3. Standing Committees are created by the PTO Executive for assignments that last the whole school year (i.e. Bylaws, Parent Representatives, etc.). The PTO Executive may at its sole discretion dissolve any Standing Committee.

SECTION 2: CHAIRPERSON AND MEMBERS OF COMMITTEES

1. The PTO Executive shall work together to appoint the chairpersons of all Standing Committees and Special Committees.
2. The PTO President shall act as an ex-officio member of all committees, ensuring that the objectives of the PTO Executive are being carried out effectively.
3. Committee Chairpersons responsibilities include:
 - a) Prepare a plan for the committee, reflecting the goals from the PTO Action Plan and the PTO Financial Plan.
 - b) Present the plan to the PTO Executive for approval, providing the planned income and expenses, if appropriate.

- c) Supervise the activities of the committee over which they preside.
- d) Remain informed of all expenses prior to their occurrence, assuring that the expected financial outcome is not negatively affected.
- e) Attend PTO Membership Meetings and update the PTO Executive, when appropriate, on the committee's activities.
- f) Keep a record of all pertinent information and materials related to the committee. This should include at minimum vendor details, supplies with quantities, receipt copies, in-kind donations, attendance figures, and copies of all correspondence.
- g) Special Committee Chairpersons must turn over such records to the PTO Executive within 20 days of the event.
- h) Standing Committee Chairpersons must turn over all records and materials prior to the end of the school year to the PTO Board.

ARTICLE XIV: PTO ACTIVITIES AND EVENTS

SECTION 1: CONSIDERATIONS WHEN PLANNING ACTIVITIES AND EVENTS

1. Because the contributions that support its work are public monies held in trust, the PTO is obligated to ensure that all activities conducted on its behalf are carried out in accordance with ISPS Policies and Procedures, Articles of Association, and the PTO Bylaws.
2. The Director of ISPS must approve all activities or events.
3. The ISPS Board of Directors must approve any activity where alcohol is to be served.
4. High liability events should not be considered.
5. Any fundraising activity or event shall be for the sole benefit of the ISPS Community.
6. Security must always be well thought-out and discussed with the PTO Executive, Director of ISPS, and ISPS Security. If non-ISPS participants may

be in attendance approval from the Director of ISPS is required.

SECTION 2: REPORTING

1. All expenditures of money must be ordered, approved, and accepted by the PTO Executive.
2. Expenses must be paid via check and may not be taken out of the income received. If a vendor requests cash, a receipt must be written reflecting the acceptance of the cash. Either a check may be requested ahead of time or a PTO Volunteer will be reimbursed for their out-of-pocket expense.
3. All expenditures of PTO funds shall be for the sole benefit of the ISPS community. In other words, PTO funds cannot be used to directly donate money to or buy items for a charity or other entity unless approved by the PTO Executive. However, the PTO can assist with expenses at an ISPS sponsored event whereas the proceeds of the event may go to charity.
4. All expenditures made by anyone on behalf of the PTO shall be reimbursed with an itemized statement or receipt. The approval of the Special Committee Chairperson or PTO Executive must be obtained prior to a check's disbursement.
5. Income - All income should be accounted for by at least 2 people, the leader of the Event and the PTO Treasurer and/or any other PTO Member. The amount shall be posted on the deposit slip and confirmed by the initials of these three. The funds are then provided to the PTO Treasurer for deposit at the bank.
6. A report of the event's final accounting should be provided to the PTO Executive within 20 days of the event.
7. A notice of each event's success shall be posted in the ISPS newsletter and on the ISPS website

ARTICLE XV: PTO BYLAWS

SECTION 1: GENERAL INFORMATION

1. The PTO Bylaws must mirror the principles as set forth by ISPS policies and procedures as well as those determined by the ISPS Board of Directors.
2. The PTO Secretary shall assure the current PTO Bylaws are available to PTO Members via the ISPS website. A notice shall be placed in the ISPS newsletter at the beginning of the year notifying the Membership that the Bylaws are available.

SECTION 2: THE STANDING BYLAWS COMMITTEE

1. At minimum of every five years, the Bylaws Standing Committee shall review the existing Bylaws for their validity and comprehensiveness.
2. The Bylaws Committee shall be comprised of a Chairperson (PTO Secretary), Director of ISPS and at least 2 other PTO Members.

SECTION 3: PTO BYLAW AMENDMENTS AND REVISIONS

1. Any PTO Member can suggest an amendment or revision to the current Bylaws. The PTO Executive shall discuss and decide the merits of the proposal and whether to bring it to the Bylaws Standing Committee for consideration.
2. Any amendment or revision to these Bylaws deemed worthy of consideration by the PTO Executive shall be provided to the Bylaws Standing Committee. Following any proposed amendment or revision, they will be submitted to the PTO Executive for approval.
3. Subsequently, the proposed changes will be provided to the PTO Membership via the ISPS newsletter (if proposed changes are minor) and/or the ISPS website.
4. The PTO Membership and ISPS Board of Directors must be given an

opportunity to make any additional suggestions to the amendments or revisions.

5. If any suggestions are made, the Bylaws Standing Committee must consider these changes, and submit the revised version to the PTO Executive for approval. Once passed by the Executive, The PTO Membership must vote.
6. Any proposed alteration must be approved by a majority vote at the PTO Membership Meeting.
7. After the revision has been approved by the PTO Membership, the amended Bylaws will be sent to the ISPS Board of Directors for final approval.
8. Once approved by all parties, the amended Bylaws will become effective immediately. The PTO Secretary shall incorporate the ratified amendment(s) into the Bylaws document and post it to the ISPS website.

ARTICLE XVI: PARLIAMENTARY AUTHORITY

1. Roberts' Rules of Order shall govern the PTO meetings in all cases in which they are applicable and are not in conflict with these Bylaws. Questions on procedures shall be ruled upon by the Secretary/Parliamentarian.