



# International School of Latvia

## Constitution of the Parent-Teacher Organization

Dated 30 August 2017

Lastly amended and approved by the PTO members on 5 September 2017

## I. Name

The name of the organization shall be the Parent-Teacher Organization (PTO) of the International School of Latvia.

## II. Mission Statement

The mission of the PTO is to foster a spirit of cooperation among all members of our school community, to help develop a closer relationship between home and school. In addition, the mission shall be to fund and coordinate activities and provide volunteer support to the school community.

## III. Objectives

A. Encourage parents to share their time, skills and talents with the students at all levels in the school.

B. Encourage school members and community-at-large to support and participate in activities at ISL.

C. Provide extra resources that cannot be obtained through the annual school budget.

D. The organization will be:

1. Non-educational and will not seek to direct the administrative activities of the school or control its policies.

2. Non-commercial – with no intent to make a profit.

3. Non-partisan – neither the PTO, its members nor its officers in their official capacities shall endorse any commercial effort, partisan interest, or political candidate.

## IV. Membership

All parents, guardians and teachers of pupils currently attending the school, and the Director, are voting members of the organization. There are no membership dues. Members have voting privileges, one vote per household.

## V. Officers

A. The Executive Committee of the PTO shall be President, Vice President, Secretary, Treasurer, Room Parent Coordinator and the Welcome Committee officer.

B. No employee of ISL or his or her spouse can hold the position of President, Vice President, Secretary or Treasurer.

C. Members of the same family cannot serve on Executive Committee simultaneously.

D. Except for the Board Representative, no school Board Member shall serve on the Executive Committee of the PTO.

All Executive Committee positions can be shared by two (2) people.

If an Executive position is held by more than one person, a specific individual must be designated as filling that role in each meeting and this designation must be reflected in the minutes.

## VI. Officers Responsibilities

A. The President will preside at all PTO meetings and be current with the affairs of the committees.

- B. The Vice President shall perform the duties of the President in his/her absence and shall have other duties as agreed upon by the Executive Committee.
- C. The Secretary shall organize the meetings, keep an accurate record of all meetings and distribute the minutes at the ISL / PTO web-side.
- D. The Treasurer shall maintain PTO accounts and submit a monthly statement at the PTO meeting.
- E. The Room Parent Coordinator is a liaison between Room Parents and the PTO.
- F. The Welcome Committee officer coordinates the orientation to the ISL community.

## VII. Nominations and Elections

- A. Elections for the Executive Committee should be made at the end of the school year in May to ensure continuity into the following school year. If necessary, this may be delayed until the mandatory PTO general meeting in September / October.
- B. Persons interested in serving on the Executive Committee should submit intention to the President of the PTO in May or over the period from May to the date of the elections, if different.
- C. A quorum (see Article VIII, C) is required for election and selection is made by majority vote of that quorum.
- D. Members of the Executive Committee shall serve for one term (school year) with the possibility of re-election.
- E. Should any member of the Executive Committee retire during his / her term of office, the Executive Committee may, by internal ballot, elect any member to fill the vacancy for the remainder of the term of office.
- F. *The quorum of the Executive Committee shall consist of the President and / or Vice President and a majority of the Executive Committee.* (Suggested wording) The quorum of the Executive Committee for election of officers must include a majority of the Committee members, including either the President or vice President.
- E. All officer positions may be shared; however, each officer position has one vote for a total of six (6) votes on the Executive Committee. For any position which is shared, the individual designated as the official Executive Committee member for that meeting will cast the vote for that position.

## VIII. Meetings

- A. Meetings shall be announced five working days in advance to the entire membership (via the school newsletters, a special email notice or the website) and shall be open to all PTO members. PTO meetings are mandatory twice a year: once in September / October, at the start of the school year, and again at the end of the school year in May for the sole purpose of electing the new Executive Committee. Additional meetings (generally at least monthly) shall be scheduled at the discretion of the Executive Committee in conjunction with the Director and shall be announced five working days in advance.
- B. The President is expected to preside at all meetings. In the absence of the President, the Vice President will preside. In the absence of both the President and Vice President a member of the Executive Committee will be elected by the Executive Committee members present to preside.
- C. Six members, including at least three members of the Executive Committee, shall constitute a quorum for the transaction of the normal business of the PTO.
- D. A majority vote of a quorum of the PTO Executive Committee may authorize expenditures of PTO funds up to and including

100 Euros. A majority vote of a quorum of the PTO membership at large is required to approve the expenditure of funds above 100 Euros.

#### IX. Finance

PTO funds will be held by the Treasurer. In the absence of the Treasurer, funds should be held by the President, Vice President or Secretary. Following the close of the school year, the treasurer must prepare a summary of the year's financial results.

#### X. Committees

The Executive Committee shall appoint or dissolve PTO Committees as required to transact PTO business. There is no limit to the number of committees the Executive Committee may appoint. Suggested permanent committees include:

1. Welcome Committee – welcomes newcomers to the PTO and to the school, coordinates orientation to the community for new ISL families, and sends out “get well wishes, congratulations, sympathy, etc.” when appropriate.
2. Fundraising and Event Committee – plans, organizes and realizes events and activities.
3. Refreshments Committee – helps in the planning and purchasing of refreshments for the monthly PTO bake sale, school functions and school events. Coordinates volunteers to help with the set up / clean up and the serving / selling of food at PTO functions.
4. Room Parent Committee-The Room Parent Coordinator is a liaison between Room Parents and the PTO. Keeps an updated list of Room Parents and finds volunteers to fill in when necessary. Keeps close contact with, and assists Room Parents.

#### XI. Amendments to the Constitution

Proposed amendments to the Constitution should be discussed with the School Director in advance of presenting them to the PTO, provided written notice of the proposed amendments of the meeting will be made available to the entire membership via the school newsletters, a special email notice or the website. Amendments to the Constitution can only be made by majority vote at either of the two mandatory yearly meetings. The ISL School Board must give a final approval of the proposed amendments.

Final Draft completed 15. of April 1997

Amended and accepted September 2004

Amended and accepted September 2010

Amended and accepted September 2017